

Fanshawe College

## FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

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Documentation (Approvals etc...)

Fire Inspection and Fire Safety Education

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2015

### Fire Inspection and Education - Business Plan

Fanshawe College

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## STAGE GATE 2

### BUSINESS PLAN FOR NEW PROGRAMS

The Business Plan for new programs is developed using this template and in consultation with a Curriculum Consultant from the Centre for Academic Excellence (CAE). All sections of this template and all Appendices must be completed.

Completed Business Plans are submitted to CAE two weeks in advance of the next Academic Program Planning Sub-committee (APPS) meeting. If approved at Stage Gate 2 by APPS, CAE will forward the required information to the Credential Validation Service, Board of Governors, and the Ontario Ministry of Training, College and Universities (MTCU).

#### 1.0 Program Specifications

<b>Proposed program title: Fire Inspection and Education</b>
<b>Proposed credential:</b> <input type="checkbox"/> Local Board Approved Certificate <input type="checkbox"/> Ontario College Graduate Certificate <input type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Collaborative Degree <input type="checkbox"/> Ontario College Diploma <input type="checkbox"/> Degree <input checked="" type="checkbox"/> Ontario College Advanced Diploma
<b>MTCU program code (if it exists):</b> NA
<b>MTCU program code comparables:</b> 43006 Pre-Service Firefighter Education and Training – Ontario College Certificate 53003 Fire Protection Technician – Ontario College Diploma 63003 Fire Protection Technology – Ontario College Advanced Diploma
<b>Proposed Classification of Instructional Program Codes, formatted as ##.####:</b> 43.0201 Fire prevention and safety technology/technician  <i>For additional information, please refer to most recent Classification of Instructional Programs (CIP) Canada published by Statistics Canada, available on <a href="http://www.statcan.gc.ca/">http://www.statcan.gc.ca/</a>.</i>
<b>Projected four-digit National Occupational Classification Codes (3 maximum), formatted as ####:</b> 1. 0432 Fire chiefs and senior firefighting officers 2. 4312 Firefighters 3.  <i>For additional information, please refer to most recent National Occupational Classification (NOC) Canada published by Statistics Canada, available on <a href="http://www.statcan.gc.ca/">http://www.statcan.gc.ca/</a>.</i>

<b>Identify all deliveries of this or a comparable program that have been or are currently offered at Fanshawe (including CE and/or Regional Campuses):</b> N/A <b>Describe deliveries:</b> N/A	
<b>Proposed program launch date:</b> September 2016	
<b>Proposed intake(s):</b> <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Other:	
<b>Number of students in first intake:</b> 40	
<b>Length of program:</b> <ul style="list-style-type: none"> <li>• Number of semesters: 6</li> <li>• Semester length in weeks: 15</li> <li>• Total program hours: 1862</li> </ul>	
<b>Program delivery</b> (check as many as apply)	<input checked="" type="checkbox"/> Web-facilitated (face-to-face) <input checked="" type="checkbox"/> Blended <input type="checkbox"/> Online <input type="checkbox"/> Fast-track <input type="checkbox"/> Accelerated <input type="checkbox"/> Collaborative <input type="checkbox"/> Weekend <input type="checkbox"/> Other
<b>Co-op program</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Experiential co-op (required to graduate) <input type="checkbox"/> Mandatory co-op (not required to graduate but fee is mandatory) <input type="checkbox"/> Optional co-op (not required and fee only charged if students opt in)

## 2.0 Executive Summary

### Program Overview

Fire Inspection and Education is an Ontario College Advanced Diploma that prepares graduates to enter the fire service in the field of fire prevention. Through the program students will gain an understanding of the growing role of fire prevention within the fire service, as well as an understanding of the role of the fire service within the public safety sector. The program provides a foundation in fire science and fire mathematics, then provides comprehensive coverage of relevant codes and legislation (e.g., Ontario Fire Code and the Fire Protection and Prevention Act, the Ontario Building Code and the Building Code Act) that are the basis for all fire prevention activities, from enforcement to education. The core vocational curriculum is aligned with several professional credentials offered by the National Fire Protection Association (NFPA): Fire Inspector I and II, Plan Examiner I, Fire and Life Safety Educator I and II, and Public Information Officer. Upon completion of the program, graduates will be eligible to write the NFPA exams to become Ontario certified. In addition, graduates will be eligible to write the Ontario Building Code exams required to qualify as Building Officials under the Building Code Act. The program also delivers the communication skills and interpersonal skills that graduates need to function as leaders in the fire service and in the community. The program includes a mentorship to expose students to a variety to fire service environments.

### Strategic Alignment

Fire Inspection and Education will be offered within the School of Public Safety, which has been identified in the Strategic Mandate Agreement as an area for growth. The Master Academic Priorities Plan identifies Fire Inspection and Education as moving to Stage Gate #2 for launch in 2016/17. Fire

Inspection and Education will be a marquee program in the School of Public Safety and, because it will be the first program of its kind in Ontario, a marquee program for Fanshawe College. This program will signal to the public safety sector that Fanshawe College is committed to working with sector partners to develop and deliver high-quality programs that meet labour market needs. This enhanced reputation will assist Fanshawe in achieving enrolment growth targets.

#### **Competition**

The industry need for entry-level fire inspectors, fire prevention officers, and fire educators with the required knowledge, skills and certifications is not currently being met by any educational institution or regulatory body, or by the fire service. The Office of the Fire Marshal and the Ontario Fire College have validated the need for this program as have stakeholder panels in London and Toronto.

#### **Pathways**

Within Fanshawe College, Public Safety Fundamentals and Fire Safety Systems will be pathways to Fire Inspection and Education. External to Fanshawe, all existing fire-related College programs will serve as pathways, the most likely being Pre-Service Firefighter Education and Training. With regard to pathways to further study, several institutions offer degree completion options, including the Justice Institute of British Columbia, Athabasca University, and Miami Dade College. (Centennial College has a public safety degree under review by PEQAB.)

#### **Student Demand**

Fire Inspection and Education program will be a unique addition to fire service programming in Ontario and, with the endorsement of the Ontario Fire Marshal and strong labour market demand, will attract applicants from across Ontario. Student demand for fire service programs across Ontario is strong, with the majority of students enrolled in Pre-Service Firefighter Education and Training (annual enrolment of 600 students). Through targeted marketing, Fanshawe can tap into this demand, attracting students from Pre-Service Firefighter and fire-related technician/technology programs, graduates of these programs, and the local market that currently has no access to fire-related programs.

#### **Labour Market Demand**

Labour market demand has been validated by the Office of the Fire Marshal, the Ontario Fire College, and external stakeholders. Demand is largely driven by shift from suppression to prevention within the fire service. Stakeholders confirmed the immediate and ongoing demand for fire inspectors, fire prevention officers, and fire educators. Over the next five years, Toronto Fire Service will hire an additional 75 fire prevention and education staff in addition to the 37 hired in 2014. Other fire departments across Ontario will follow suit, shifting resources from fire suppression to prevention. External stakeholders directed Fanshawe to align enrolment with labour market demand.

#### **Required Resources**

The capital investment for startup of Fire Inspection and Education is estimated at \$37,500, with capital requirements for the ongoing delivery of the program estimated at \$20,000 annually. With regard to human resources, three new full-time faculty with NFPA certification are required, one per year until full implementation. Finally, two shared School of Public Safety labs, a courtroom and forensics lab, are critical to the success of the program.

***Note: The Executive Summary will be used as part of the Board of Governors' submission in Stage Gate 3***

### **3.0 Academic Programming and Quality Assurance**

***Note: Appendices A-D will be submitted to the Credential Validation Services in Stage Gate 2 and Stage Gate 3***

3.1	Program Vocational Learning Outcomes <b>Consultation: CAE</b>	→	See <b>Appendix A: Form 1 – Program Vocational Learning Outcomes.</b>
3.2	Essential Employability Skills Learning Outcomes <b>Consultation: CAE</b>	→	See <b>Appendix A: Form 2 - Essential Employability Skills Outcomes.</b>
3.3	Program Description <b>Consultation: CAE and Registrar's Office</b>	→	See <b>Appendix B: Program Description.</b>
3.4	Course Descriptions <b>Consultation: CAE</b>	→	See <b>Appendix C: Program Curriculum.</b>
3.5	Relationship to Professional or Licensing Bodies <b>Consultation: CAE</b>	→	See <b>Appendix D: Regulatory Status Form.</b>
3.6	Curriculum Design and Delivery	→	See <b>Appendix E: Curriculum Map - Program VLOs and EESOs.</b>

### **Curriculum Design**

The Ontario Fire Marshal has endorsed the “rigorous and encompassing fire prevention curriculum” in Fire Inspection and Education. The curriculum is designed to meet the Ontario Qualifications Framework for advanced diplomas within the context of fire prevention:

- Breadth, depth, and complexity of knowledge involve analysis, diagnosis, design, planning, execution, and evaluation across a broad range of technical and/or management functions.
- Opportunities may exist for new/additional applications of technical, creative or conceptual knowledge to practical and/or real world situations.
- Performance of a significant range of skills associated with fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions.
- Contributions to the development of a broad plan, budget, or strategy are involved, as is accountability for self and others in achieving the outcomes for a team.
- Applications of skill and knowledge involve significant judgment in the planning, design, and technical leadership and/or guidance functions related to products, services, operations, or procedures.

Foundational content is concentrated in Levels 1 and 2, with progressively more challenging content presented in Levels 3 through 6. The curriculum design has been vetted and endorsed by the Ontario Fire Marshal and the Ontario Fire College.

#### **Alignment with Vocational Learning Outcomes**

The core vocational curriculum is aligned with the program vocational learning outcomes which are, in turn, aligned with the following professional credentials:

- National Fire Protection Association (Fire Inspector I and II, Fire and Life Safety Educator I and II, Plan Examiner I, Public Information Officer) – Ontario certified
- Ontario Building Code (Fire Protection and General Legal/Process Syllabus)

The curriculum is aligned with these credentials to ensure that students are prepared to complete these certifications, some of which can be completed during the program with the balance to be completed upon graduation.

#### *Alignment with Essential Employability Skills*

The curriculum is also aligned with essential employability skills, all of which stakeholders identified as critical to the success of the entry-level practitioner. As shown below, the curriculum includes several courses dedicated to building these skills throughout the program and allows for ample opportunity to practice and master these essential employability skills at a level appropriate for an advanced diploma.

<b>Skill Category</b>	<b>Introductory</b>	<b>Building</b>	<b>Culminating</b>
Communication	WRIT-1XXX, Reason and Writing for Public Safety	COMM-3XXX, Professional Communication for Public Safety Professionals FIRE-3XXX, Technical Writing – Fire Service	EDUC-5XXX, Research Capstone FIRE-5XXX Public Information Officer
Numeracy	MATH-1XXX, Math – Fire Service	All Fire Code and Fire Inspector courses	FIRE-5XXX, Statistics and Data Analysis – Fire Service FIRE-5XXX Community Risk Evaluation and Management
Critical Thinking and Problem Solving	MATH-1XXX, Math – Fire Service FIRE-1XXX, Science in the Fire Service WRIT-1XXX, Reason and Writing for Public Safety LIBS-1XXX, Critical Thinking	COMM-3XXX, Professional Communication for Public Safety Professionals MGMT-3011, Project Management MGMT-3XXX, Conflict Management	FIRE-5XXX, Statistics and Data Analysis – Fire Service EDUC-5XXX, Research Capstone FIRE-5XXX Community Risk Evaluation and Management
Information Management	COMP-1XXX, Software Applications for Public Safety	FIRE-3XXX, Technical Writing – Fire Service MGMT-3011, Project Management	FIRE-5XXX, Statistics and Data Analysis – Fire Service EDUC-5XXX, Research Capstone
Interpersonal	PSYC-1002, Interpersonal and Group Dynamics SOCI-1036, Issues in Diversity	MGMT-3XXX, Conflict Management	MGMT-5XXX, Public Safety Leadership MGMT-5XXX, Change Management
Personal	PHIL-1009, Ethics and Society	MGMT-3011, Project Management	DEVL-5XXX, Professional Practice – Fire Service FLDP-XXXX, Fire Services Mentorship

#### *Work Integrated Learning*

Work integrated learning is integrated into the curriculum, culminating with an off-site Fire Services Mentorship in Level 6. Many of the courses in Levels 2-5 will essentially be delivered in a workplace setting as Fanshawe buildings (institutional, commercial and residential spaces) will be accessed for Fire Code and Fire Inspector courses (total of six courses). In addition, Fanshawe's Emergency Service Office will allow students to have supervised access to view all campus fire and life safety systems.

The Fire Services Mentorship gives students the opportunity to apply the knowledge and skills attained in Levels 1-5 and exposes them to a variety of work environments (i.e., volunteer departments, composite departments, and full-time departments). Opportunities to expand the Mentorship course will be explored as relationships are formed with fire departments.

Fanshawe is also exploring a potential collaboration for off-site instruction at the Ontario Fire College in Gravenhurst, the Ingersoll Fire Service (a Regional Training Centre for the Ontario Fire College), Central

Elgin Fire Rescue Services, and the Ontario Police College in Aylmer. (The London Fire Department does not have an operational training site.)

#### *Suitability for Target Population*

The curriculum design is suitable for the target population of direct and indirect persona groups who have met relatively demanding admission requirements. While the curriculum design does not assume either an academic or employment background in the fire service the admission requirements will ensure students are able to quickly master the scientific and mathematical concepts that are foundational to the curriculum. Building on this foundation (Level 1) , the curriculum moves onto the core vocational curriculum linked to professional credentials.

#### **Existing Courses**

Fire Inspection and Education includes several existing courses:

##### *School of Public Safety*

- PSYC-1002, Interpersonal and Group Dynamics
- SOCI-1036, Issues in Diversity

##### *Lawrence Kinlin School of Business*

- MGMT-3011, Project Management

##### *School of Language and Liberal Studies (General Education)*

- WRIT-1XXX, Reason and Writing for Public Safety(to replace WRIT-10144)
- PHIL1009, Ethics and Society
- LIBS-1XXX, Critical Thinking

The program also includes five courses that have been developed for existing and future School of Public Safety programs:

- SFTY-1XXX, Public Safety in Canada (Level 1)
- WRIT-1XXX, Reason and Writing for Public Safety (Level 1)
- COMP-1XXX, Software Applications for Public Safety (Level 2)
- COMM-3XXX, Professional Communications for Public Safety Professionals (Level 3)
- MGMT-3XXX, Conflict Management
- MGMT-5XXX, Public Safety Leadership (Level 5)
- MGMT-5XXX, Change Management
- EDUC-5XXX, Research Capstone – Public Safety (Level 6)

NOTE: Courses in Fire Safety Systems (to be launched September 2015) are not suitable for Fire Inspection and Education.

#### **Delivery Method**

##### *Alignment with Vocational Learning Outcomes and Essential Employability Skills*

A combination of web-enhanced and blended delivery is ideal for a program that combines theory and practice for the achievement of both vocational learning outcomes and essential employability skills. The majority of courses are web-enhanced which reflects the need for face-to-face delivery to meet program outcomes and closely simulate the work environment. As noted above, the Fanshawe campus will serve as a working lab to ensure students have repeated exposure to the types of physical environments they would be exposed to as fire inspectors. Web-enhanced face-to-face delivery also ensures that students have adequate opportunity to observe, practice and master the interpersonal skills that are critical to success in the workplace. Where appropriate, blended delivery will be utilized (e.g., FIRE-1XXX, Legislation – Fire Service).

Web-enhanced courses will incorporate various technologies used in the field. Most notably, students will be required to purchase an iPad for use in the program; the iPad will be loaded with NFPA standards, the Ontario Building Code, and program-specific software (e.g., fire inspection software). The iPad will be used in all NFPA-related courses.

#### *Work Integrated Learning*

The Fire Services Mentorship in Level 6 is the culminating work integrated learning experience. Students will spend 80 hours at 10 different fire departments and will have 12 hours for classroom debriefing. Off-site activities will comply with College Policy 2-B-12, Assigned Off-Campus Academic Activity.

#### *Suitability for Target Population*

The proposed delivery is suitable for the direct and non-direct target population. Both direct and non-direct populations will be prepared for full-time on-site study as the program is not intended for either part-time or online delivery. However, online versions of individual NFPA courses included in Fire Inspection and Education may be developed for online delivery for a part-time target population; these online versions may be made available to full-time students.

**Consultation: Centre for Academic Excellence**

### 3.7 Research and Innovation

The Fire Inspection and Education curriculum develops research skills and encourages innovation. Research, in particular, is referenced in the following NFPA credentials: Fire Inspector II, Fire and Life Safety Educator II, Public Information Officer, and Fire Investigator.

Foundational research skills will be specifically addressed in the following courses:

- COMM-3XXX, Professional Communications for Public Safety (Level 3)
- FIRE-3XXX, Technical Writing – Fire Service (Level 4)
- General Education courses (research component) (Levels 2-4)

Advanced research skills will be developed in the following courses:

- FIRE-5XXX, Statistics and Data Analysis – Fire Service (Level 5)
- MGMT-5XXX, Community Risk Evaluation and Management (Level 6)
- EDUC-5XXX, Research Capstone – Public Safety (Level 6)

In the Research Capstone course, students will complete an independent research project based on identified problem/challenge related to the fire service. Students will develop a research question, complete a literature review, analyze secondary research, and propose an innovative solution to the identified problem. Select students will present their research project at Fanshawe College Research and Innovation Day held annually in March.

**Consultation: Dan Douglas, Centre for Research and Innovation**

## 4.0 Fit of Program

Fire Inspection and Education will be a new program in the Ontario College system. The Ontario Fire Marshal and the Acting Principal of the Ontario Fire College have both validated the need for the program, as have industry representatives at stakeholder panels held in London and Toronto. The current model of “in-house” training is not able to meet the labour market need for fire inspectors, fire prevention officers, and fire educators, nor are existing Ontario College programs meeting this need. The Office of the Fire Marshal has provided a letter of endorsement for Fanshawe's program.

#### **Comparison to Fanshawe Programs**

Fire Inspection and Education is different from existing or planned programs at Fanshawe College. Fanshawe has not yet offered any programs related to the fire service; however, Fire Safety Systems, an



Ontario College Certificate offered in the School of Building Technology, will be launched in Fall 2015. This program focuses on the installation fire safety systems.

### Impact on Fanshawe Programs

Fire Inspection and Education, a unique program in the Ontario college system, will raise the profile of Fanshawe's School of Public Safety and therefore have a positive impact on enrolment in other public safety programs. Specifically, students who do not meet the admission requirements for Fire Inspection and Education will be directed to Public Safety Fundamentals, increasing enrolment in this preparatory program. As Fanshawe's first program for the fire service, Fire Inspection and Education adds breadth to School of Public Safety program offerings.

### Comparison to Other Post-Secondary Programs

No similar programs are being offered at colleges, universities or private institutions in Ontario or in Canada.

### Current Training Options

Currently, the only training options in the field of fire prevention in Ontario are narrowly focused on certification:

- National Fire Protection Association (NFPA) certification – part-time study provided at the Ontario Fire College for students who are employed by or who volunteer for an Ontario fire department. The Acting Principal reports that the waiting list is up to 18 months for some courses.
- Ontario Building Code (OBC) qualification and registration – optional training available on an online and part-time basis overseen by George Brown College. Examinations are administered on behalf of the Ministry of Municipal Affairs and Housing by Humber College.

These training options are not meeting the evolving and expanding needs of the Ontario fire service.

### Unique Program Features

Fire Inspection and Education is a unique program in Ontario. No college offers a program that provides the knowledge, skills and certifications required by entry-level fire inspectors, fire prevention officers, and fire educators. The four fire protection technician and technology programs offered at three other Ontario colleges are not competitors as they are focused on the installation of fire and life safety systems.

**Consultation: CAE, Institutional Planning, Office of the Fire Marshal, Ontario Fire College, External Stakeholder Panels**

## 4.2 Key Performance Indicators (KPIs)

Program		Academic Year Of Graduation	2013-2014	2012-2013	2011-2012
MTCU Title	MTCU Code				
Paramedic	51637	Graduate Count	29	31	33
		Employment Rate**	89	93	100
		Employment Rate in a Related Field***	78	71	70
Architectural Technology	60600	Graduate Count	65	65	65
		Employment Rate**	89	87	93
		Employment Rate in a Related Field***	82	78	81
Respiratory Therapy	61615	Graduate Count	48	47	48
		Employment Rate**	89	86	93
		Employment Rate in a Related Field***	79	72	83

\*KPIs are to be calculated in accordance with the methods prescribed by MTCU. KPIs are based on graduates of MTCU approved full-time postsecondary programs whose funding status is shown in the graduate record layout as MTCU operating grant, Co-op Diploma Apprenticeship or Second Career, and who were surveyed by telephone.

\*\* Employment Rate = (number of survey respondents employed Full-time or part-time, related or unrelated) / (number of survey respondents in labour force)

\*\*\* Employment Rate in a Related Field = (number of survey respondents employed Full-time or part-time, related) / (number of survey respondents in labour force)

Three programs from different fields (i.e., public safety, construction technology, and health sciences) have been identified as programs similar to Fire Inspection and Education. All three are competitive-entry advanced diploma programs leading to a specific occupation. Admitted students score high on the admission grid, typically through a combination of academic achievement and completion of a preferred preparatory program or university degree. Two of the three programs have strict entry-to-practice certification requirements (i.e., Paramedic, Respiratory Therapy). All three programs have exceptional overall employment rates as well as high related employment rates.

Fire Inspection and Education is similar to these three programs:

- Fire Inspection and Education will be a competitive-entry advanced diploma program given its unique status in Ontario, student demand for fire-related programs, labour market demand and enrolment cap.
- Fire Inspection and Education will prepare graduates for a specific career path and that has entry-to-practice certification requirements.

It is anticipated, therefore, that Fire Inspection and Education will have employment rates comparable to these three programs.

How many other colleges within your region are approved for funding to offer programs in this same MTCU code?

No other colleges in Ontario are approved to offer this program in Ontario. (A new MTCU code will be requested.)

### 4.3 Partnerships Supporting New Program

#### **New Internal and External Partnerships**

New internal partnerships are outlined below:

- School of Construction Technology – access to Electrical/Plumbing lab in T Building (used by Fire Safety Systems)
- Centre for Research and Innovation – participation in Fanshawe College Research and Innovation Day
- Emergency Management Office – supervised access to Fanshawe fire and life safety systems

In addition, once approved, the program will initiate partnerships with Schools and other departments to request occasional access to various buildings and facilities on Fanshawe's campuses (e.g., residences, restaurants, medical labs, gymnasiums, auto shops).

Several new external partnerships have been formed and are critical to the development and delivery of this program, most notably with Office of the Fire Marshal and the Ontario Fire College. These partnerships have resulted in a letter of endorsement from the Office of the Fire Marshal acknowledging "our collaborative efforts". The letter also confirmed that graduates will be eligible to write NFPA certification exams. When Fire Inspection and Education receives funding approval, the Office of the Fire Marshal will assist Fanshawe in forming partnerships with the Ontario Association of Fire Chiefs, the Ontario Municipal Fire Prevention Officers Association, and the Ontario Professional Fire Fighters Association. Upon program approval, Fanshawe will also initiate a formal relationship with the NFPA.

### **Strategic Alliances**

The partnerships with the Office of the Fire Marshal and the Ontario Fire College are strategic alliances that will reduce costs, increase speed to market, and increase market coverage. The Ontario Fire College is sharing NFPA curriculum which will reduce costs and increase speed to market. The Ontario Fire Marshal has endorsed the program and confirmed the eligibility of graduates to write the NFPA certification exams, which will also increase speed to market and increase market coverage.

### **External Stakeholder Support**

External stakeholders consulted through the Stage Gate process enthusiastically supported Fire Inspection and Education. Two external stakeholder panels were held, one in London and one in Toronto, with representation from fire inspectors, fire prevention officers, deputy chiefs, and chiefs, as well as representation from the Ontario Fire Prevention Officers Association. All participants indicated that they were interested in remaining involved in program development through progress updates and by providing input into program outcomes, curriculum and delivery options. With regard to future involvement, seven participants would like to serve on a Program Advisory Committee, six would like to teach a course, four would serve as guest speakers, and two expressed interest in research opportunities. Several participants also expressed interest in student placement and workplace tours. (Stakeholders were not asked about scholarship or award sponsorship.)

## **4.4 Pathways to and from Proposed Program and Programs**

As a new advanced diploma within the Ontario post-secondary system, Fire Inspection and Education presents several pathway opportunities.

### **Pathways to Fire Inspection and Education**

Within Fanshawe College, Public Safety Fundamentals, a preparatory program offered in the School of Public Safety, will be a pathway to Fire Inspection and Education for applicants who do not meet the admission requirements. Graduates of Public Safety Fundamentals will be eligible for admission provided they meet specified admission requirements. Another internal pathway to Fire Inspection and Education could be Fire Safety Systems, a certificate program to be launched in September 2015; however, graduates would need to meet the admission requirements for Fire Inspection and Education.

External to Fanshawe, any of the existing fire-related College programs could function as a pathway to Fire Inspection and Education, the most likely feeder program being the Pre-Service Firefighter Education and Training program offered at 14 Ontario Colleges. Upon admission to Fire Inspection and Education, graduates of Pre-Service Firefighter could be granted credit for 1-3 courses, but will not receive Advanced Standing given the focus of each program. Fire Protection Engineering Technician and Fire Protection Engineering Technology may also function as a “horizontal” pathway to Fire Inspection and Education.

### **Pathways from Fire Inspection and Education to Further Education**

Advanced diplomas are most appropriate for degree transfer, given the requirements outlined in the Ministry’s Framework for Programs of Instruction. Several options are under consideration for graduates of Fire Inspection and Education. Upon program approval, Fanshawe will approach several institutions in Canada and the United States to initiate formal agreements, including the following:

- Centennial College – Bachelor of Emergency Management and Public Safety (proposal submitted to PEQAB March 2012; awaiting approval)
  - The degree proposal states: “Graduates of a 3 year Advanced Diploma from an Ontario College are eligible for (but not guaranteed to) up to 65% of degree level credit. Graduates must have received a minimum grade of 70% in those courses that are eligible for transfer credit.”

- Justice Institute of British Columbia – Bachelor of Emergency and Security Management Studies, Bachelor of Public Safety Administration
- Athabasca University – Bachelor of Management, Bachelor of Arts (Public Administration Minor)
- Miami Dade College, School of Justice – Bachelor of Applied Science in Public Safety Management

Fanshawe College is also exploring the feasibility of offering a Bachelor of Public Safety.

#### **Relationship to Provincial Credit Transfer Frameworks**

Because Fire Inspection and Education is a new program in Ontario's post-secondary system, there is no precedent for credit transfer within any of the provincial credit transfer frameworks. However, Fanshawe would be open to exploring any opportunities, such as a formal pathway from Pre-Service Firefighter Education and Training.

#### ***Consultation: Centre for Academic Excellence***

### **4.5 How will this program help support the College's enrolment growth strategy?**

Fire Inspection and Education will support the College's enrolment growth strategy by attracting a new target population to Fanshawe College and by enhancing the College's reputation as a provider of innovative public safety programming.

#### **Strategic Alignment**

Fire Inspection and Education will be offered within the School of Public Safety, which has been identified in the Strategic Mandate Agreement as an area for growth. The Master Academic Priorities Plan identifies Fire Inspection and Education as moving to Stage Gate #2 for launch in 2016/17 (previously conceived as three programs: Fire Inspection/Prevention, Fire Education, and Certified Fire Plan Examiner).

Fire Inspection and Education will be a marquee program for the School of Public Safety and, because it will be the first program of its kind in Ontario, a marquee program for Fanshawe College. This program will signal to the public safety sector that Fanshawe College is committed to working with sector partners to develop and deliver high-quality programs that meet labour market needs. This enhanced reputation will assist Fanshawe and the School of Public Safety in securing partners for program development and educational pathways.

#### **Enrolment Growth Strategy**

Enrolment in Fire Inspection and Education will represent a net increase in total College enrolment. This program will attract a student population not currently served by Fanshawe College: students wanting to enter the fire service. Fire Inspection and Education will also be one of several School of Public Safety programs that drives enrolment in Public Safety Fundamentals.

Enrolment in Fire Inspection and Education will be capped at 40 students; at full implementation approximately 120 students will be enrolled in the program. Fanshawe has made a commitment to the Office of the Fire Marshal to align enrolment with labour market demand; however, if other colleges launch a similar program, there is a risk that graduates could outnumber employment opportunities. Fanshawe will advocate, along with the Office of the Fire Marshal, that the MTCU monitor program enrolment across the Ontario college system.

## **5.0 Demand for Program**

### **5.1 Student Demand**

### **Evidence of Student Demand**

As shown below, student demand for fire service programs across Ontario is strong, with the majority of students applying to and enrolled in Pre-Service Firefighter Education and Training (see below). Through targeted marketing, Fanshawe can tap into the student demand for fire-related programs, drawing students currently applying to Pre-Service Firefighter and the technician/technology programs, graduates of these programs, as well as the local market that currently has no access to fire-related programs. Fanshawe's Fire Inspection and Education program will be a unique addition to fire service programming in Ontario and, with endorsement of the Ontario Fire Marshal and strong labour market demand, will attract applicants from across Ontario.

Program	2011		2012		2013	
	Applications	Enrolment	Applications	Enrollment	Applications	Enrolment
Pre-Service Firefighter Education and Training (MTCU 43006)	3396	572	2853	548	2702	616
Fire and Life Safety Systems Technician (MTCU 53011)	--	--	77	34	98	22
Fire Protection Technician (MTCU 53003)	290	109	220	63	160	51
Fire Protection Technology (MTCU 63003)	177	75	228	61	215	68

#### *Pre-Service Firefighter Education and Training*

Pre-Service Firefighter Education and Training, a one-year Ontario College Certificate, is currently offered at 14 colleges, Cambrian College having suspended its program in 2013. Demand for Pre-Service Firefighter continues to be strong, despite the fact that very few graduates secure firefighter positions in Ontario. This program has generated approximately 6,000 graduates in the past 10 years; in the same period, Ontario fire departments have hired an estimated 500 firefighters, many of whom would not be graduates of the Pre-Service Firefighter program. (Just as completion of Police Foundations is not a requirement to enter the police service as a sworn officer, completion of Pre-Service Firefighter is not a requirement to be hired as a firefighter.) The disconnect between the Pre-Service Firefighter program and employment is well known, as is industry dissatisfaction with inconsistency in curriculum across the programs. Despite this, student demand remains strong; in 2014, 3177 applications were submitted across the system to 14 colleges for Pre-Service Firefighter, an increase over 2013.

#### *Fire Technician/Technology Programs*

Enrolment in technician and technology programs is lower than in Pre-Service Firefighter programs, with Seneca College being the leader in the provision of these programs. Seneca offers programs under both Fire Protection Technician (MTCU 53003) and Fire Protection Technology (MTCU 63003) which share a common first semester. While there has been a significant decrease in applications and enrolment in Fire Protection Technician since 2011, applications for Fire Protection Technology have increased, and enrolment has seen only a slight decrease. (Fleming College no longer offers the technician program, and Lambton College is the only other college that offers the technology program.) Fire and Life Safety Systems Technician (MTCU 53011) is offered only at Durham College and remains a small program.

#### *Local Demand*

Because Fanshawe does not offer any fire service programs, students from the Fanshawe catchment area must apply elsewhere, notably Lambton, Conestoga and Seneca. However, of the 616 total Pre-Service Firefighter enrolment in 2013, only 20 of those students are from Fanshawe's catchment area, an underrepresentation likely due to the absence of a local option. Fanshawe's Fire Inspection and Education program will provide a pathway to fire service employment for the local student population.

**Targeted Persona Groups**

As noted in the Marketing Plan for the School of Public Safety, both direct and non-direct student populations will be attracted to public safety programs. Because of the admission requirements for Fire Inspection and Education, both student populations will be high-achieving, academically inclined students. Fire Inspection and Education may attract slightly more non-direct applicants given a career path which might appeal to a more mature demographic, in particular non-directs who have completed prior education. Furthermore, as admission becomes more competitive, it is expected that the non-direct population with prior education will dominate the applicant pool and enrolment. Graduates of Pre-Service Firefighter programs, approximately 600 each year, the vast majority of whom will not secure employment as firefighters, will also be attracted to the program. International students will not be attracted to this program.

**Impact on Existing Programs**

Overall, Fire Inspection and Education will complement existing programs in the School of Public Safety, serving as a strategic addition to program offerings designed to meet an identified need.

Fire Inspection and Education may draw some students from other School of Public Safety programs that appeal to the same target population (e.g., Police Foundations; Protection, Security and Investigation). Some students enrolled in these programs may have chosen a fire service program had it been available. However, these programs have strong enrolment and can withstand the “competition” from Fire Inspection and Education. Furthermore, most students applying to those programs are not likely to meet the admission requirements for Fire Inspection and Education.

***Consultation: Institutional Research, Reputation and Brand Management***

## 5.2 Labour Market Demand

Labour market demand has been validated by the Office of the Fire Marshal, the Ontario Fire College, and external stakeholders. This demand is largely a result of a shift from suppression to prevention within the Ontario fire service. This shift is driven by public policy decisions, including a significant escalation in fire inspection requirements.

**External Stakeholder Feedback**

Extensive input was sought from external stakeholders at panels held in London and Toronto in June and September 2014. Stakeholders included representatives from the Office of the Fire Marshal and the Ontario Fire College, as well as fire chiefs, deputy fire chiefs, and fire inspectors. All stakeholders confirmed the immediate and ongoing demand for fire inspectors, fire prevention officers, and fire educators. This demand is being driven by changes in public policy related to the fire service, with the result being a shift from fire suppression to fire prevention. Toronto Fire Service hired an unprecedented 37 fire prevention officers and fire educators in September 2014, the vast majority with no relevant education or certification, and over the next 3-5 years, Toronto will hire an additional 75 fire prevention and education staff. Other fire departments across Ontario will follow suit, shifting resources away from fire suppression to fire prevention.

**Institutional Research Data**

Labour market data provided by Institutional Research from the EMSI database cannot confirm demand for fire inspectors, prevention officers, and fire educators in Ontario as the occupation categories are too broad to capture this segment of the fire service.

***Consultation: External Stakeholder Panels***

## 6.0 Feasibility of Program

## 6.1 Multi-Year Enrolment Projections (headcount)

	2016/17	2017/18	2018/19	2019/20	Ongoing
Year One	40	40	40	40	40
Year Two		34	34	34	34
Year Three			32	32	32
Year Four					
Number of Graduates	0	0	32	32	32
Total Enrolment	40	74	106	106	106

NOTE: Enrolment projections are based on consultation with the Ontario Fire Marshal and the Ontario Fire College and are aligned with labour market demand.

## 6.2 Human Resources

### Faculty

The staffing plan for Fire Inspection and Education requires the addition of three new full-time faculty (FTE), one per year until full program implementation. The balance of the teaching hours will be assigned to non-full-time faculty. (The School of Public Safety NFT average is 45% of hours to be assigned to partial load faculty and 55% to part-time faculty.)

Fiscal Year	Faculty Fire	Qualifications	Recommended Hiring Date
2016/17	1 FTE – Coordinator (One-step) 10h/week	NFPA 1031, 1035	April 1, 2016
2017/18	1 FTE – Faculty 13 h/week	NFPA 1031, 1035	August 15, 2017
2018/19	1 FTE – Faculty 13/week	NFPA 1031, 1033, 1035	August 15, 2018

The College currently has no full-time faculty who are qualified to teach the NFPA curriculum that is the core of Fire Inspection and Education. (The School of Public Safety has no existing fire service programs; the PT/PL faculty teaching in Fire Safety Systems are not NFPA-qualified.) This hiring plan is critical to a successful launch given the nature of the relationship with the Office of the Fire Marshal and the Ontario Fire College, and the April 1 hiring of a Coordinator will allow an NFPA-certified full-time faculty member to manage the program launch and liaise with the Office of the Fire Marshal and the Ontario Fire College.

A targeted recruitment strategy will be used to reach and attract both full-time and non-full-time faculty. Standard recruitment activities will be augmented by outreach to the Office of the Fire Marshal, the Ontario Association of Fire Chiefs, the Ontario Professional Fire Fighter's Association, the Ontario Municipal Fire Prevention Officers Association, and the Ontario Association of Fire Training Officers. Non-full-time faculty will also be drawn from the Ontario Fire College instructor pool.

NOTE: Part-time faculty may require an hourly rate commensurate with their professional qualifications and compensation in their field and above the current maximum of \$64/hour.

Minor changes may be made to current full-time and non-full-time staffing arrangements in the School of Public Safety if any full-time faculty are assigned to teach non-NFPA courses (e.g., Public Safety in Canada, Public Safety Leadership, Conflict Management, Interpersonal and Group Dynamics, Issues in Diversity).

NOTE: Schools responsible for service courses (i.e., Lawrence Kinlin School of Business, School of Language and Liberal Studies) have been contacted and are aware of staffing implications.

#### **Support Staff**

No additional support staff will be required.

#### **Training Needs**

New full-time and non-full-time faculty will be NFPA-certified. No additional training is required for faculty beyond what is currently provided by the College except for in-house safety training for faculty accessing the Electrical/Plumbing lab in T Building.

#### **Student Support Services**

No additional learning/student success services are required beyond what is currently provided.

**Consultation: Sue Hardman, HR Consultant, Human Resources; Lawrence Kinlin School of Business; School of Language and Liberal Studies**

### 6.3 Ministry Funding

**Consultation: CAE**



See **Appendix F: Program Delivery Information (PDI) Form to Calculate Program Funding Parameters.**

### 6.4 Tuition Fees

#### **Program Weight and Program Funding Units**

The Program Weight and the Program Funding Units for Fire Inspection and Education (1.0 and 3.0 respectively) are aligned with a six-semester, classroom-based advanced diploma. These values are shown below and are used in the multi-year projections to calculate the net present value (Appendix H). However, a case will be made for a higher Program Weight in the MTCU Request for Approval for Funding Form.

#### **Tuition**

The proposed annual tuition fee for 2016/17 has not yet been determined; the fee shown below is for 2015/16. NOTE: Fire Inspection and Education meets the criteria for a High Demand program as defined by the Ministry of Training, Colleges, and Universities. The opportunity to seek this designation for Fire Inspection and Education should be revisited.

**Consultation: Steve Firth, Senior Manager, Resource Planning; Terry Dobson, Budget Coordinator, Resource Planning; Centre for Academic Excellence**

#### **Approved Postsecondary (APS) Program MTCU Table**

- **Wt** - Program Weight for funding purposes: 1.0
- **FU** - Program Funding Units for funding purposes: 3.0
- Proposed annual tuition fee: \$ 2766.32 (2015/16)



- Fees: Regular Yes ☒ No ☐  
High Demand Yes ☐ No ☒
- What tuition and ancillary fees are being charged by other colleges for similar programs?  
No similar programs are offered in the Ontario College system.

## 6.5 Program Resources

### a) Capital requirements

Below are the capital requirements for startup of all levels:

Level	Date	Capital Requirements	Estimated Cost
Level 1	Fall 2016	Fire Extinguishers	2,000
		Faculty iPads	2,500
		Fire Studio 5 (one-time license)	12,000
		Library and Media Services Resources	10,000
Level 2	Winter 2017	OneStep Systems (OneStep Desktop II, OneStep Mobile) \$5,000	--
		FIREHOUSE (FH inspector for iPads) \$5000	--
		NOTE: Gift-in-kind under negotiation with both vendors.	
Level 3	Fall 2017	Video recorder, tripod, accessories	1,000
Level 4	Winter 2018	NA	--
Level 5	Fall 2018	NA	--
Level 6	Winter 2019	Fire Investigator "Tool Kit" (10 kits)	10,000
<b>TOTAL</b>			<b>\$37,500</b>

Capital requirements for the ongoing delivery of the program will total an estimated \$20,000 annually, largely for the Forensics Lab (see below). (Ongoing delivery costs will increase through year three and then stabilize: \$10,000 for 2016/17, \$15,000 for 2017/18, and \$20,000 for 2018/19.)

All capital investment required to implement this program is beyond the existing capital allotment for the School of Public Safety as a capital allotment has not yet been established.

No equipment or infrastructure enhancements are needed to operationalize delivery of the program as the Forensics Lab (see below) will be a *new* space (see below). Equipment and infrastructure enhancements to T Building Electrical/Plumbing Lab will be made on an ongoing basis as necessary for the Fire Safety Systems program.

**Consultation: Mark Hunter, Chair; Bob Earle; Frank Lamie, Consultant; Guy De Gagne, Ontario Fire College**

### b) Space requirements



See **Appendix G: Detailed Course Delivery**

Fire Inspection and Education will not require renovations to existing space; however, Fire Inspection and Education will require the additional space which has already been outlined in the *Master Plan for the London Campuses* (January 22, 2015). As noted in the *Master Plan*, C Building West will be a “high quality, purpose-renovated home for the new School of Public Safety. Further growth of the School can be accommodated by expanding into C Building East.” Renovations are now underway in C Building West to accommodate existing School of Public Safety programs which are being relocated from J Building; Fire Inspection and Education is one of many new programs that will require expansion to C Building East. Expansion will involve the construction of two new labs to be shared by several School of Public Safety programs, including Fire Inspection and Education:

New Labs	Existing Programs	New Programs	Required	Hours (Fall 2018)
Courtroom	<ul style="list-style-type: none"> <li>• Police Foundations</li> <li>• Protection, Security and Investigation</li> <li>• Advanced Police Studies</li> <li>• Law Clerk</li> <li>• Paralegal</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Inspection and Education</li> <li>• Advanced Law Enforcement, Security and Investigations Studies</li> <li>• Corrections programs</li> </ul>	September 2017 (Level 3)	Fall: 90 Winter: 90
Forensics Lab	<ul style="list-style-type: none"> <li>• Police Foundations</li> <li>• Protection, Security and Investigation</li> <li>• Advanced Police Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Inspection and Education</li> <li>• Advanced Law Enforcement, Security and Investigations Studies</li> <li>• Crime Scene Investigation</li> <li>• Fire Investigation</li> </ul>	January 2019 (Level 6)	Fall: 15 Winter: 45

These labs are critical to the success of Fire Inspection and Education: 1) The courtroom will be used for FIRE-3XXX, Courtroom Procedures (Level 3) in which repeated simulations will ensure that graduates are prepared to testify as expert witnesses, a specific request from the Deputy Fire Marshal. 2) The forensics lab is required for FIRE-5XXX, Fire Investigator, NFPA 1033 (Level 6). The size, type and attributes of the new labs have not yet been determined; however, design will be initiated upon approval of this program. Fire Inspection and Education cannot proceed without a commitment to having these labs fully operational by the dates shown above.

Beyond these shared School of Public Safety labs in C Building, Fire Inspection and Education will not require additional designated space. The 40-student cohort can be scheduled into any standard classrooms and computer labs across the College. (One computer lab will require program-specific software).

NOTE: Fire Inspection and Education will require occasional access to the Electrical/Plumbing Lab in T Building, which also serves the Fire Safety Systems program. Access will be coordinated with the School of Building Technology.

With regard to health and safety, the courtroom presents no concerns; however, the forensics lab will require a full review of equipment and materials, in particular chemicals. Depending on the chemicals used in the lab, ventilation (including fume hoods) may be required, along with chemical storage facilities. In addition, the College will review spill response plans, fire plans, and the fire-resistance rating for the space/building. The forensics lab would also house the portable fire extinguishers required for the program.

**Consultation: Frank Lamie, Consultant; Guy De Gagne, Ontario Fire College; Vertha Coligan, Dean, Faculty of Technology; Brian Bergsma, Manager, Facilities Planning and Development;**

c) **Computing requirements**

Fire Inspection and Education has minimal computing requirements.

**Hardware, Connectivity and Data Storage**

Fire Inspection and Education requires no funding for computers or hardware devices. The 50-seat computer lab in C Building (C1019) will meet program needs as would any other 40-seat lab that is equipped with the required program software.

NOTE: Five iPads will be purchased for faculty use; this purchase will be funded by the School of Public Safety.

Connectivity, specifically wireless connectivity, may require funding depending on where courses are scheduled. By Fall 2018, program enrollment will be approximately 100 students, and each student will have two to three devices connecting to the wireless network (iPads are mandatory). C Building is being renovated to accommodate the projected student demand for wireless connectivity; if courses are scheduled into other buildings that are at capacity, connectivity may need to be improved.

With regard to storage requirements, a dedicated central server (approximately \$1000) will be required for Fire Inspection and Education if the Academic Data Centre is not operational by Fall 2016. (A server or Academic Data Centre is required for FIREHOUSE.)

**Software and Fees**

Fire Inspection and Education will require the following software:

Software Required	Fees
Office Professional Plus (may add MS Project)	NA
Fire Studio 5	\$12,000 (one-time fee)*
OneStep Systems	Gift-in-kind under negotiation with vendor
FIREHOUSE (FH Inspector for iPads)	Gift-in-kind under negotiation with vendor

\* upgrade as necessary at reduced cost

**Startup and Ongoing Computing Requirements**

Computing requirements for program startup (Fall 2016) are standard, with the following the additions noted above:

- Wireless connectivity (40 students)
- Central server or Academic Data Centre
- Program software

Ongoing requirements through 2021 are as noted above, with the need for wireless connectivity to accommodate the maximum program enrolment of approximately 100 students by Fall 2018.

**Enabling Technologies**

Fire Inspection and Education will require some courses to be scheduled into classrooms with interactive whiteboards (i.e., SMARTBoards).

**Compatibility**

Software and hardware required for Fire Inspection and Education are compatible with the College's networks, provided any wireless capacity issues are resolved.

**Special Requirements**

Fire Inspection and Education has no special requirements for registration, e-learning or FOL. There are no specific IT staff support needs for this program.

**Consultation:** *Brody Lavoie, Manager, Academic Support Services, Information Technology Services*

**d) Learning Resources**

Because Fanshawe currently offers no fire service programs, the College will need to invest in new learning resources to support Fire Inspection and Education. Library staff estimates the initial investment will total \$5,000–\$10,000. Learning resources will include NFPA resources, periodicals, databases (Federal Emergency Management Agency, National Fire Academy), DVDs and/or streaming video resources.

NOTE: No resources have been requested or purchases for Fire Safety Systems.

Resources will support student success throughout the program but will be essential resources in the third year of the program for three courses in particular: Statistics and Data Analysis, Community Risk Evaluation and Management, and Research Capstone.

A program-specific Subject Guide will developed and added to those already available for programs in the School of Public Safety.

**Consultation:** *Megan Anderson, Librarian, Library and Media Services*

**e) Marketing Plan****School of Public Safety Marketing Plan**

A comprehensive Marketing Plan for the School of Public Safety was prepared on April 2014 with a budget of \$50,000. The plan is intended to raise awareness of Fanshawe's School of Public Safety and position it as "one of the best public safety schools in Canada." This plan will be initiated in Fall 2015, with a launch tentatively scheduled for October. Although the Marketing Plan does not include a strategy for achieving program enrolment targets, the launch will highlight Fire Inspection and Education as an innovative and unique program.

**General College Recruitment**

Assuming MTCU funding approval is received by June 2015, Fire Inspection and Education will appear on OCAS by September 2015, and the program will benefit from the full recruitment cycle for Fall 2016 (i.e., secondary school visits, viewbook, calendar, website, conversion e-mail initiative). These scheduled recruitment activities are funded by Reputation and Brand Management.

**Targeted Program Recruitment**

Targeted program recruitment is critical to the success of Fire Inspection and Education until awareness and reputation drive enrolment, likely within 2-3 years. Targeted recruitment activities will be initiated immediately upon program approval and will target prospective students and employers, as well as a general audience to raise awareness of this unique program. Given labour market demand and student demand for fire programs province-wide, recruitment will target all of Ontario. Targeted program recruitment will become more critical if funding approval is delayed and the program does not experience the full recruitment cycle.

Targeted program recruitment activities will be funded by the School of Public Safety up to \$10,000. Recruitment activities under consideration include:

*Prospective Students*

Key Message: direct pathway to lucrative employment in fire service (link to degree and graduate marketing)

1. Search Engine Marketing campaign to target student populations
2. Text and video endorsements for Fire Inspection and Education home page on Fanshawe website (e.g., Office of the Fire Marshal, Ontario Fire College and Ontario Association of Fire Chiefs)
3. Banner ads on Fanshawe website to announce launch
4. Announcement to industry websites accessed by prospects (e.g., Firefighting in Canada, Firehall.com)

*Prospective Employers*

Key Message: pool of qualified candidates will solve hiring problem and save time and money

5. Promotional materials (e.g., postcards) to all Ontario fire departments (hard copy and digital)
6. Announcement to Office of the Fire Marshal, Ontario Fire College, Ontario Association of Fire Chiefs, Ontario Municipal Fire Prevention Officers Association, Ontario Professional Firefighters Association

*General Audience (awareness marketing)*

Key Message: unique program at Fanshawe developed in collaboration with the Office of the Fire Marshal to address identified need and provide employment

7. Media release for Ontario-wide release

**Consultation: Dave Schwartz, Senior Manager, Marketing; Audrey McLoughlin, Marketing Officer**

## 6.6 Budget for Program - (multi-year)



See **Appendix H: Multi-Year Budget Projections with Net Present Value (NPV)**.

The net present value (NPV) for Fire Inspection and Education is calculated to be \$845,382, which meets the College threshold for financial return. All expenses are above the existing budget for the School of Public Safety.

The multi-year budget projection for Fire Inspection and Education is presented in Appendix H. Key budgetary assumptions are as follows:

- Grant based on existing standard grant programs
- Tuition based on standard program rates
- 100%/0% domestic/international enrolment
- Level 1 enrolment of 40 (1 section)
- No program-specific fee
- Capital expenses for startup total \$37,5000
- Annual operating (capital) expenses increase from \$10,000 in 2016/17 to \$15,000 in 2017/18, stabilizing at \$20,000 in 2018/19
- 3 FTE place by Fall 2018
- New labs to be funded outside program budget

As shown in Appendix H, the program can withstand reduced enrolment and maintain financial viability.

**Consultation: Steve Firth, Senior Manager, Resource Planning**

## 6.7 Alternative Sources of Funding

Alternative sources of funding for Fire Inspection and Education are already in place and additional sources will be explored upon program approval in consultation with Advancement staff.

Already in place is the donated equipment in the Electrical/Plumbing lab in T Building for Fire Safety Systems; Fire Inspection and Education students will have access to this equipment.

Upon program approval, additional sources of funding will be explored. Initial contact has been made with two software companies (see Section 6.5), and each has expressed interest in a gift-in-kind donation. Internally, Fanshawe's Emergency Management Office has offered to donate surplus fire extinguishers to offset the total cost of the fire extinguisher purchase. However, the greatest potential for alternative sources of funding are associated with the two labs required for this program: courtroom and forensics lab. Each lab presents several options for potential partners, from cash donations and gifts-in-kind for equipment and consumables, to naming opportunities. The School of Public Safety will work Advancement staff to identify prospective partners.

***Consultation: Mary Flannigan-Hockin, Development Coordinator, Advancement and Alumni***



## APPLICATION FORM FOR PROGRAM PROPOSAL

<b>A. Funding Request:</b> This proposal will be sent to the MTCU for Approval for Funding. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
<b>B. College Name:</b> Fanshawe College								
<b>C. College Contact(s):</b> Person responsible for this proposal.  <table><tr><td><b>Name:</b> Tracy Gedies</td><td><b>Name:</b> Mark Hunter</td></tr><tr><td><b>Title:</b> Director, Centre for Academic Excellence</td><td><b>Title:</b> Chair, School of Public Safety</td></tr><tr><td><b>Telephone:</b> 519 452 4430 ext. 4733</td><td><b>Telephone:</b> 519 452 4430 ext. 5043</td></tr><tr><td><b>E-mail:</b> tgedies@fanshawec.ca</td><td><b>E-mail:</b> mhunter@fanshawec.ca</td></tr></table>	<b>Name:</b> Tracy Gedies	<b>Name:</b> Mark Hunter	<b>Title:</b> Director, Centre for Academic Excellence	<b>Title:</b> Chair, School of Public Safety	<b>Telephone:</b> 519 452 4430 ext. 4733	<b>Telephone:</b> 519 452 4430 ext. 5043	<b>E-mail:</b> tgedies@fanshawec.ca	<b>E-mail:</b> mhunter@fanshawec.ca
<b>Name:</b> Tracy Gedies	<b>Name:</b> Mark Hunter							
<b>Title:</b> Director, Centre for Academic Excellence	<b>Title:</b> Chair, School of Public Safety							
<b>Telephone:</b> 519 452 4430 ext. 4733	<b>Telephone:</b> 519 452 4430 ext. 5043							
<b>E-mail:</b> tgedies@fanshawec.ca	<b>E-mail:</b> mhunter@fanshawec.ca							
<b>D. Proposed Program Title:</b> Fire Inspection and Education								
<b>E. Proposed Credential:</b> Please select one (1). <input type="checkbox"/> Local Board Approved Certificate <input type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Ontario College Diploma <input checked="" type="checkbox"/> Ontario College Advanced Diploma <input type="checkbox"/> Ontario College Graduate Certificate								
<b>F. Program Maps (Appendix A):</b> Please complete and attach the two (2) Program Maps. <u>Form 1-</u> Vocational Program Learning Outcomes <u>Form 2-</u> Essential Employability Skills Outcomes								
<b>G. Program Description (Appendix B):</b> Please complete and attach the Program Description Form.								
<b>H. Program Curriculum (Appendix C):</b> Please complete and attach the Program Curriculum Form.								
<b>I. Regulatory Status Form (Appendix D):</b> Please complete and attach the Regulatory Status Form.								
<b>J. Date of Submission to CVS:</b> Click here to enter a date.								
<b>FOR CVS USE ONLY</b>								
<b>K. Date of CVS Response:</b> Click here to enter a date.								
<b>L. CVS Validation Decision:</b> <input type="checkbox"/> Proposal Validated. APS Number: Reason: <input type="checkbox"/> Proposal not Validated. Reason:								
<b>M. CVS Signature:</b>								

Send the completed form and required appendices to: [belfer@ocqas.org](mailto:belfer@ocqas.org). For detailed information on how to complete the *Application Form for Program Proposal*, please refer to the *Instructions for Submission of Program Proposal* document at [www.ocqas.org](http://www.ocqas.org).



## INTRODUCTION

The process established by the Credentials Validation Service (CVS) is designed to be a streamlined, seamless, effective, and efficient process that will allow colleges to submit and receive validation requests and decisions in a timely manner. The document with the instructions to complete this form (*CVS Instructions for Submission of Program Proposal*) is available to all colleges on the OCQAS website ([www.ocqas.org](http://www.ocqas.org)).





**F. PROGRAM MAPS (APPENDIX A): Form 1 - Vocational Program Learning Outcomes**

<b>Provincial Vocational Program Outcomes</b> <input checked="" type="checkbox"/> Provincial Program Standard, or <input type="checkbox"/> Provincial Program Description <b>MTCU code:</b> 63003 Fire Protection Technology	<b>Proposed Program Vocational Learning Outcomes</b>	<b>Course Title / Course Code</b>
1. Inspect industrial and commercial complexes.	1. Conduct field inspections of new or existing single- and multi-use structures to determine code compliance and to evaluate fire protection systems and equipment (e.g., occupation classification and occupant loads; hazardous conditions involving equipment, processes and operations; emergency planning and preparedness procedures; storage, handling and use of hazardous materials, and flammable and combustible liquids and gases; egress and emergency access; fire flows and fire growth potential).	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Fire Code II FIRE-3XXX Building Code II FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III



		FIRE-5XXX Fire Code IV DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
2. Survey the hazards.	(see above)	
3. Help set the standards.	NA	
4. Select and design the equipment.	NA	
5. Approve the plans.	2. Prepare clear and concise field inspection reports and plan review reports based on applicable codes, standards, policies and procedures of the jurisdiction.	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service WRIT-10XX Reason and Writing for Public Safety FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I COMP-1XXX Software Applications for Public Safety COMM-3XXX Professional Communications for Public Safety Professionals FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Fire Code II FIRE-3XXX Technical Writing – Fire



		Service FIRE-3XXX Building Code II FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Plan Examiner I FIRE-5XXX Fire Code IV DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
	3. Process permit applications and plan review applications in accordance with applicable laws, standards, policies and procedures of the jurisdiction.	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I FIRE-3XXX Fire Code II MGMT-3011 Project Management FIRE-3XXX Building Code II FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Plan Examiner I FIRE-5XXX Fire Code IV DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
6. Supervise the installation.	NA	



7. Place in service and commission fire safety equipment and systems.	NA	
8. Assist in the design and layout fire protection equipments and systems.	NA	
9. Assess the insurance risk associated with industrial plants and buildings.	NA	
10. Work in the risk managements and loss prevention areas of insurance companies.	NA	
	4. Investigate and resolve common and complex complaints, recording the complaint information and ensuring the investigation process is initiated and the complaint resolved in accordance with applications codes and standards and the policies and procedures of the jurisdiction.	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service FIRE-3XXX Hazardous Material Awareness PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity



		<p>FIRE-3XXX Fire Code II</p> <p>MGMT-3XXX Conflict Management</p> <p>MGMT-3011 Project Management</p> <p>FIRE-3XXX Technical Writing – Fire Service</p> <p>FIRE-3XXX Building Code II</p> <p>FIRE-3XXX Fire Inspector II</p> <p>FIRE-5XXX Fire Code III</p> <p>FIRE-5XXX Plan Examiner I</p> <p>FIRE-5XXX Fire Code IV</p> <p>DEVL-5XXX Professional Practice – Fire Service</p> <p>FLDP-XXXX Fire Services Mentorship</p>
	<p>5. Identify the applicable code or standard in response to a fire protection, fire prevention or life safety issue, including those identified in plan review, and recommend modifications to address the problem, need or deficiency in an inspection report or inspection order.</p>	<p>SFTY-1XXX Public Safety in Canada</p> <p>FIRE-1XXX Introduction to the Fire Service</p> <p>FIRE-1XXX Science in the Fire Service</p> <p>FIRE-1XXX Fire Suppression and Prevention Practices</p> <p>FIRE-1XXX Building Code I</p> <p>MATH-1XXX Math – Fire Service</p> <p>FIRE-1XXX Fire Inspector I</p> <p>FIRE-1XXX Legislation – Fire Service</p> <p>FIRE-3XXX Fire Code I</p> <p>HLTH-1XXX Occupational Health and Safety – Fire Service</p>



		<p>FIRE-3XXX Hazardous Material Awareness</p> <p>FIRE-3XXX Fire Code II</p> <p>FIRE-3XXX Technical Writing – Fire Service</p> <p>FIRE-3XXX Building Code II</p> <p>FIRE-3XXX Fire Inspector II</p> <p>FIRE-5XXX Fire Code III</p> <p>FIRE-5XXX Plan Examiner I</p> <p>FIRE-5XXX Fire Code IV</p> <p>MGMT-5XXX Community Risk Evaluation and Management</p> <p>DEVL-5XXX Professional Practice – Fire Service</p> <p>FLDP-XXXX Fire Services Mentorship</p>
	<p>6. Participate in legal proceedings, in consultation with legal counsel, regarding the findings of a field inspection, plan review or complaint.</p>	<p>SFTY-1XXX Public Safety in Canada</p> <p>FIRE-1XXX Introduction to the Fire Service</p> <p>FIRE-1XXX Science in the Fire Service</p> <p>FIRE-1XXX Fire Suppression and Prevention Practices</p> <p>FIRE-1XXX Fire Inspector I</p> <p>FIRE-1XXX Legislation – Fire Service</p> <p>FIRE-3XXX Courtroom Procedures</p> <p>PSYC-1002 Interpersonal and Group Dynamics</p>



		MGMT-3XXX Conflict Management FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Fire Inspector II FIRE-5XXX Plan Examiner I DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
	7. Review building plans for compliance with applicable codes and standards for fire and life safety (e.g., occupancy classification, occupant load, construction type, construction features, fire protection systems), and verify newly constructed buildings against an approved set of plans and building features.	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service FIRE-3XXX Fire Code II FIRE-3XXX Building Code II FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Plan Examiner I



		FIRE-5XXX Fire Code IV DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
	8. Recommend policies and procedures for inspection and plan review to ensure inspections and plan review are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service WRIT-10XX Reason and Writing for Public Safety FIRE-1XXX Legislation – Fire Service FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Fire Inspector II MGMT-5XXX Public Safety Leadership FIRE-5XXX Plan Examiner I FIRE-5XXX Statistics and Data Analysis – Fire Service MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
	9. Coordinate fire and life safety educational	SFTY-1XXX Public Safety in Canada





	activities by establishing priorities, preparing budgets, scheduling activities, communicating with stakeholders, and documenting activities.	FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices MATH-1XXX Math – Fire Service COMP-1XXX Software Applications for Public Safety COMM-3XXX Professional Communications for Public Safety Professionals PSYC-1002 Interpersonal and Group Dynamics SOC-1036 Issues in Diversity FIRE-3XXX Fire and Life Safety Educator I MGMT-3XXX Conflict Management MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety MGMT-5XXX Change Management
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		DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
	10. Develop public policy recommendations for management to address a specific fire or injury issue.	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices FIRE-1XXX Building Code I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I FIRE-3XXX Fire and Life Safety Educator I FIRE-3XXX Technical Writing – Fire Service FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety MGMT-5XXX Change Management DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship



	<p>11. Identify and collaborate with partners and community resources, services and organizations to meet community fire and life safety needs and address current issues, submitting requests for resources were required.</p>	<p>SFTY-1XXX Public Safety in Canada  FIRE-1XXX Introduction to the Fire Service  FIRE-1XXX Science in the Fire Service  FIRE-1XXX Fire Suppression and Prevention Practices  MATH-1XXX Math – Fire Service  FIRE-1XXX Legislation – Fire Service  FIRE-3XXX Fire Code I  PSYC-1002 Interpersonal and Group Dynamics  SOC-1036 Issues in Diversity  FIRE-3XXX Fire and Life Safety Educator I  MGMT-3XXX Conflict Management  MGMT-3011 Project Management  FIRE-3XXX Technical Writing – Fire Service  FIRE-5XXX Fire and Life Safety Educator II  MGMT-5XXX Public Safety Leadership  FIRE-5XXX Statistics and Data Analysis – Fire Service  MGMT-5XXX Community Risk Evaluation and Management  EDUC-5XXX Research Capstone – Public Safety  MGMT-5XXX Change Management</p>
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		DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
	12. Design, implement, evaluate and revise a fire and life safety education program that is based on a comprehensive educational strategy, target audience needs, and program goals.	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices MATH-1XXX Math – Fire Service COMM-3XXX Professional Communications for Public Safety Professionals FIRE-3XXX Fire and Life Safety Educator I MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership FIRE-5XXX Statistics and Data Analysis – Fire Service MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety MGMT-5XXX Change Management



		DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
	13. Conduct performance evaluations for fire and life safety subordinates using written performance criteria and following organizational policies.	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service COMM-3XXX Professional Communications for Public Safety Professionals PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity FIRE-3XXX Fire and Life Safety Educator I MGMT-3XXX Conflict Management FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership MGMT-5XXX Change Management
	14. Coordinate media relations (e.g., media interviews, media areas, news releases, media advisories, news conferences) using appropriate communication strategies and technologies.	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service WRIT-10XX Reason and Writing for Public Safety COMP-1XXX Software Applications for Public Safety COMM-3XXX Professional



		<p>Communications for Public Safety Professionals</p> <p>PSYC-1002 Interpersonal and Group Dynamics</p> <p>SOCI-1036 Issues in Diversity</p> <p>MGMT-3XXX Conflict Management</p> <p>MGMT-3011 Project Management</p> <p>FIRE-3XXX Technical Writing – Fire Service</p> <p>MGMT-5XXX Public Safety Leadership</p> <p>FIRE- 5XXX Public Information Officer</p> <p>MGMT-5XXX Community Risk Evaluation and Management</p> <p>MGMT-5XXX Change Management</p> <p>DEVL-5XXX Professional Practice – Fire Service</p> <p>FLDP-XXXX Fire Services Mentorship</p>
	<p>15. Coordinate communications to internal audiences and external community organizations.</p>	<p>SFTY-1XXX Public Safety in Canada</p> <p>FIRE-1XXX Introduction to the Fire Service</p> <p>COMP-1XXX Software Applications for Public Safety</p> <p>COMM-3XXX Professional Communications for Public Safety Professionals</p> <p>PSYC-1002 Interpersonal and Group</p>



		Dynamics SOCL-1036 Issues in Diversity MGMT-3XXX Conflict Management MGMT-3011 Project Management MGMT-5XXX Public Safety Leadership FIRE- 5XXX Public Information Officer MGMT-5XXX Community Risk Evaluation and Management MGMT-5XXX Change Management DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
	16. Examine documentation and evidence to determine the cause of a fire and to assess the progression, extinguishment and containment of the fire.	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices MATH-1XXX Math – Fire Service FIRE-3XXX Courtroom Procedures FIRE-5XXX Fire Investigator
	17. Prepare a written report to reflect the findings of a fire investigation, present findings verbally to an intended audience, and testify during legal proceedings.	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and



		Prevention Practices WRIT-10XX Reason and Writing for Public Safety COMP-1XXX Software Applications for Public Safety COMM-3XXX Professional Communications for Public Safety Professionals FIRE-3XXX Courtroom Procedures FIRE-3XXX Technical Writing – Fire Service FIRE-5XXX Fire Investigator
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*Add additional rows as required to complete the mapping exercise.*





**F. PROGRAM MAPS (APPENDIX A): Form 2 – Essential Employability Skills Outcomes**

<b>Skill Categories</b>	<b>Defining Skills</b> Skill areas to be demonstrated by the graduates	<b>Essential Employability Skills Outcomes</b> The graduate has reliably demonstrated the ability to:	<b>Course Title / Course Codes</b> (As indicated in Appendix A)
<b>Communication</b>	<ul style="list-style-type: none"><li>• Reading</li><li>• Writing</li><li>• Speaking</li><li>• Listening</li><li>• Presenting</li><li>• Visual Literacy</li></ul>	<ul style="list-style-type: none"><li>• communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience</li></ul>	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service WRIT-10XX Reason and Writing for Public Safety FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service COMP-1XXX Software Applications for Public Safety General Education Elective COMM-3XXX Professional



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			Communications for Public Safety Professionals FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Courtroom Procedures PHIL-1009 Ethics and Society PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity General Education Elective FIRE-3XXX Fire Code II FIRE-3XXX Fire and Life Safety Educator I MGMT-3XXX Conflict Management MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Building Code II LIBS-1XXX Critical Thinking FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership FIRE-5XXX Plan Examiner I FIRE- 5XXX Public Information Officer FIRE-5XXX Statistics and Data Analysis – Fire Service FIRE-5XXX Fire Code IV MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator MGMT-5XXX Change Management DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
		<ul style="list-style-type: none"> <li>respond to written, spoken, or visual messages in a manner that ensures effective communication</li> </ul>	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			FIRE-1XXX Fire Suppression and Prevention Practices FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service WRIT-10XX Reason and Writing for Public Safety FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service COMP-1XXX Software Applications for Public Safety General Education Elective COMM-3XXX Professional Communications for Public Safety Professionals FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Courtroom Procedures PHIL-1009 Ethics and Society



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity General Education Elective FIRE-3XXX Fire Code II FIRE-3XXX Fire and Life Safety Educator I MGMT-3XXX Conflict Management MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Building Code II LIBS-1XXX Critical Thinking FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership FIRE-5XXX Plan Examiner I FIRE- 5XXX Public Information Officer FIRE-5XXX Statistics and Data Analysis



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			– Fire Service FIRE-5XXX Fire Code IV MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator MGMT-5XXX Change Management DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
<b>Numeracy</b>	<ul style="list-style-type: none"> <li>• Understanding and applying mathematical concepts and reasoning</li> <li>• Analysing and using numerical data</li> <li>• Conceptualizing</li> </ul>	<ul style="list-style-type: none"> <li>• execute mathematical operations accurately</li> </ul>	FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service FIRE-1XXX Fire Inspector I FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service FIRE-3XXX Hazardous Material



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			Awareness FIRE-3XXX Fire Code I MGMT-3011 Project Management FIRE-3XXX Building Code II FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Plan Examiner I FIRE-5XXX Statistics and Data Analysis – Fire Service FIRE-5XXX Fire Code IV MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator
<b>Critical Thinking &amp; Problem Solving</b>	<ul style="list-style-type: none"> <li>Analysing</li> <li>Synthesizing</li> <li>Evaluating</li> <li>Decision-making</li> <li>Creative and innovative thinking</li> </ul>	<ul style="list-style-type: none"> <li>apply a systematic approach to solve problems</li> </ul>	FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices MATH-1XXX Math – Fire Service FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service COMM-3XXX Professional Communications for Public Safety Professionals FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Courtroom Procedures PHIL-1009 Ethics and Society PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity FIRE-3XXX Fire Code II FIRE-3XXX Fire and Life Safety Educator I MGMT-3XXX Conflict Management MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Building Code II





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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			LIBS-1XXX Critical Thinking FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership FIRE-5XXX Plan Examiner I FIRE- 5XXX Public Information Officer FIRE-5XXX Statistics and Data Analysis – Fire Service FIRE-5XXX Fire Code IV MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator MGMT-5XXX Change Management DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
		<ul style="list-style-type: none"> <li>• use a variety of thinking skills to anticipate and</li> </ul>	FIRE-1XXX Science in the Fire Service



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
		solve problems	FIRE-1XXX Fire Suppression and Prevention Practices MATH-1XXX Math – Fire Service FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service COMM-3XXX Professional Communications for Public Safety Professionals FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Courtroom Procedures PHIL-1009 Ethics and Society PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity FIRE-3XXX Fire Code II FIRE-3XXX Fire and Life Safety Educator I



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			MGMT-3XXX Conflict Management MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Building Code II LIBS-1XXX Critical Thinking FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership FIRE-5XXX Plan Examiner I FIRE- 5XXX Public Information Officer FIRE-5XXX Statistics and Data Analysis – Fire Service FIRE-5XXX Fire Code IV MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			MGMT-5XXX Change Management DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship
<b>Information Management</b>	<ul style="list-style-type: none"> <li>Gathering and managing information</li> <li>Selecting and using appropriate tools and technology for a task or a project</li> <li>Computer literacy</li> <li>Internet skills</li> </ul>	<ul style="list-style-type: none"> <li>locate, select, organize, and document information using appropriate technology and information systems</li> </ul>	SFTY-1XXX Public Safety in Canada FIRE-1XXX Science in the Fire Service FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service WRIT-10XX Reason and Writing for Public Safety FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service COMP-1XXX Software Applications for Public Safety COMM-3XXX Professional Communications for Public Safety Professionals



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Courtroom Procedures PHIL-1009 Ethics and Society PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity FIRE-3XXX Fire Code II FIRE-3XXX Fire and Life Safety Educator I MGMT-3XXX Conflict Management MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Building Code II LIBS-1XXX Critical Thinking FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			FIRE-5XXX Plan Examiner I FIRE- 5XXX Public Information Officer FIRE-5XXX Statistics and Data Analysis – Fire Service FIRE-5XXX Fire Code IV MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator MGMT-5XXX Change Management DEVL-5XXX Professional Practice – Fire Service
		<ul style="list-style-type: none"> <li>analyse, evaluate, and apply relevant information from a variety of sources</li> </ul>	FIRE-1XXX Science in the Fire Service FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service WRIT-10XX Reason and Writing for Public Safety FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			HLTH-1XXX Occupational Health and Safety – Fire Service COMM-3XXX Professional Communications for Public Safety Professionals FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Courtroom Procedures PHIL-1009 Ethics and Society PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity FIRE-3XXX Fire Code II FIRE-3XXX Fire and Life Safety Educator I MGMT-3XXX Conflict Management MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Building Code II LIBS-1XXX Critical Thinking



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership FIRE-5XXX Plan Examiner I FIRE- 5XXX Public Information Officer FIRE-5XXX Statistics and Data Analysis – Fire Service FIRE-5XXX Fire Code IV MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator MGMT-5XXX Change Management DEVL-5XXX Professional Practice – Fire Service
Inter-personal	<ul style="list-style-type: none"> <li>Team work</li> <li>Relationship management</li> </ul>	<ul style="list-style-type: none"> <li>show respect for the diverse opinions, values, belief systems, and contributions of others</li> </ul>	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service





Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
	<ul style="list-style-type: none"> <li>• Conflict resolution</li> <li>• Leadership</li> <li>• Networking</li> </ul>		FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service WRIT-10XX Reason and Writing for Public Safety FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service COMP-1XXX Software Applications for Public Safety COMM-3XXX Professional Communications for Public Safety Professionals FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Courtroom Procedures PHIL-1009 Ethics and Society



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity FIRE-3XXX Fire Code II FIRE-3XXX Fire and Life Safety Educator I MGMT-3XXX Conflict Management MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Building Code II LIBS-1XXX Critical Thinking FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership FIRE-5XXX Plan Examiner I FIRE- 5XXX Public Information Officer FIRE-5XXX Statistics and Data Analysis – Fire Service



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			FIRE-5XXX Fire Code IV MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator MGMT-5XXX Change Management DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship General Education Electives
		<ul style="list-style-type: none"> <li>interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals</li> </ul>	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service WRIT-10XX Reason and Writing for Public Safety



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service COMP-1XXX Software Applications for Public Safety COMM-3XXX Professional Communications for Public Safety Professionals FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Courtroom Procedures PHIL-1009 Ethics and Society PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity FIRE-3XXX Fire Code II FIRE-3XXX Fire and Life Safety Educator I MGMT-3XXX Conflict Management



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Building Code II LIBS-1XXX Critical Thinking FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership FIRE-5XXX Plan Examiner I FIRE- 5XXX Public Information Officer FIRE-5XXX Statistics and Data Analysis – Fire Service FIRE-5XXX Fire Code IV MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator MGMT-5XXX Change Management



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship General Education Electives
<b>Personal</b>	<ul style="list-style-type: none"> <li>Managing self</li> <li>Managing change and being flexible and adaptable</li> <li>Engaging in reflective practice</li> <li>Demonstrating personal responsibility</li> </ul>	<ul style="list-style-type: none"> <li>manage the use of time and other resources to complete projects</li> </ul>	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service WRIT-10XX Reason and Writing for Public Safety FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service COMP-1XXX Software Applications for Public Safety



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			COMM-3XXX Professional Communications for Public Safety Professionals FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Courtroom Procedures PHIL-1009 Ethics and Society PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity FIRE-3XXX Fire Code II FIRE-3XXX Fire and Life Safety Educator I MGMT-3XXX Conflict Management MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Building Code II LIBS-1XXX Critical Thinking FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership FIRE-5XXX Plan Examiner I FIRE- 5XXX Public Information Officer FIRE-5XXX Statistics and Data Analysis – Fire Service FIRE-5XXX Fire Code IV MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator MGMT-5XXX Change Management DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship General Education Electives
		<ul style="list-style-type: none"> <li>take responsibility for one's own actions, decisions, and consequences</li> </ul>	SFTY-1XXX Public Safety in Canada FIRE-1XXX Introduction to the Fire Service





Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			FIRE-1XXX Science in the Fire Service FIRE-1XXX Fire Suppression and Prevention Practices FIRE-1XXX Building Code I MATH-1XXX Math – Fire Service WRIT-10XX Reason and Writing for Public Safety FIRE-1XXX Fire Inspector I FIRE-1XXX Legislation – Fire Service FIRE-3XXX Fire Code I HLTH-1XXX Occupational Health and Safety – Fire Service COMP-1XXX Software Applications for Public Safety COMM-3XXX Professional Communications for Public Safety Professionals FIRE-3XXX Hazardous Material Awareness FIRE-3XXX Courtroom Procedures PHIL-1009 Ethics and Society



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			PSYC-1002 Interpersonal and Group Dynamics SOCI-1036 Issues in Diversity FIRE-3XXX Fire Code II FIRE-3XXX Fire and Life Safety Educator I MGMT-3XXX Conflict Management MGMT-3011 Project Management FIRE-3XXX Technical Writing – Fire Service FIRE-3XXX Building Code II LIBS-1XXX Critical Thinking FIRE-3XXX Fire Inspector II FIRE-5XXX Fire Code III FIRE-5XXX Fire and Life Safety Educator II MGMT-5XXX Public Safety Leadership FIRE-5XXX Plan Examiner I FIRE- 5XXX Public Information Officer FIRE-5XXX Statistics and Data Analysis – Fire Service



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Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			FIRE-5XXX Fire Code IV MGMT-5XXX Community Risk Evaluation and Management EDUC-5XXX Research Capstone – Public Safety FIRE-5XXX Fire Investigator MGMT-5XXX Change Management DEVL-5XXX Professional Practice – Fire Service FLDP-XXXX Fire Services Mentorship General Education Electives



## G. PROGRAM DESCRIPTION (APPENDIX B)

### Program Description

Fire Inspection and Education is an Ontario College Advanced Diploma that prepares graduates to enter the fire service in the field of fire prevention. Through the program students will gain an understanding of the growing role of fire prevention within the fire service, as well as an understanding of the role of the fire service within the public safety sector. The program provides a foundation in fire science and fire mathematics, then provides comprehensive coverage of relevant codes and legislation (e.g., Ontario Fire Code and the Fire Protection and Prevention Act, the Ontario Building Code and the Building Code Act) that are the basis for all fire prevention activities, from enforcement to education. The core vocational curriculum is aligned with several professional credentials offered by the National Fire Protection Association (NFPA): Fire Inspector I and II, Plan Examiner I, Fire and Life Safety Educator I and II, and Public Information Officer. Upon completion of the program, graduates will be eligible to write the NFPA exams to become Ontario certified. In addition, graduates will be eligible to write the Ontario Building Code exams required to qualify as Building Officials under the Building Code Act. Students will also graduate with the communication skills and interpersonal skills they need to function as leaders in the fire service and in the community. The program includes a mentorship to expose students to a variety of fire service environments.

### Laddering Opportunities

*Provide a brief description of known laddering into and from the proposed program, e.g. certificate to diploma, diploma to degree, apprenticeship to college, diploma to apprenticeship, college to college, diploma to college degree, etc.*

As an advanced diploma within the Ontario College system, Fire Inspection and Education presents several laddering opportunities. Eligible students can move from related preparatory and certificate programs (e.g., Pre-Service Firefighter Education and Training) to Fire Inspection and Education with external credit granted where appropriate. Graduates of Fire Inspection and Education can apply to degree programs in Ontario as well as across Canada and the United States.

### Occupational Areas

*Provide a brief description of where it is anticipated graduates will find employment.*

Graduates of Fire Inspection and Education will enter the fire service as fire inspectors, plan examiners, fire educators and public information officers. Ideally, they will complete the NFPA certification process immediately upon graduation to increase their employability.

### Proposed Program Vocational Learning Outcomes

*Provide the list of the proposed program vocational learning outcomes. These outcomes should be listed, verbatim as they appear in Appendix A- Form 1.*

#### ***The graduate has reliably demonstrated the ability to:***

1. Conduct field inspections of new or existing single- and multi-use structures to determine code compliance and to evaluate fire protection systems and equipment (e.g., occupation classification and occupant loads; hazardous conditions involving equipment, processes and operations; emergency planning and preparedness procedures; storage, handling and use of hazardous materials, and flammable and combustible liquids and gases; egress and emergency access; fire flows and fire growth potential).
2. Prepare clear and concise field inspection reports and plan review reports based on applicable codes, standards, policies and procedures of the jurisdiction.
3. Process permit applications and plan review applications in accordance with applicable laws, standards, policies and procedures of the jurisdiction.
4. Investigate and resolve common and complex complaints, recording the complaint information and ensuring the investigation process is initiated and the complaint resolved in accordance with applicable codes and standards and the policies and procedures of the jurisdiction.



5. Identify the applicable code or standard in response to a fire protection, fire prevention or life safety issue, including those identified in plan review, and recommend modifications to address the problem, need or deficiency in an inspection report or inspection order.
6. Participate in legal proceedings, in consultation with legal counsel, regarding the findings of a field inspection, plan review or complaint.
7. Review building plans for compliance with applicable codes and standards for fire and life safety (e.g., occupancy classification, occupant load, construction type, construction features, fire protection systems), and verify newly constructed buildings against an approved set of plans and building features.
8. Recommend policies and procedures for inspection and plan review to ensure inspections and plan review are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.
9. Coordinate fire and life safety educational activities by establishing priorities, preparing budgets, scheduling activities, communicating with stakeholders, and documenting activities.
10. Develop public policy recommendations for management to address a specific fire or injury issue.
11. Identify and collaborate with partners and community resources, services and organizations to meet community fire and life safety needs and address current issues, submitting requests for resources were required.
12. Design, implement, evaluate and revise a fire and life safety education program that is based on a comprehensive educational strategy, target audience needs, and program goals.
13. Conduct performance evaluations for fire and life safety subordinates using written performance criteria and following organizational policies.
14. Coordinate media relations (e.g., media interviews, media areas, news releases, media advisories, news conferences) using appropriate communication strategies and technologies.
15. Coordinate communications to internal audiences and external community organizations.
16. Examine documentation and evidence to determine the cause of a fire and to assess the progression, extinguishment and containment of the fire.
17. Prepare a written report to reflect the findings of a fire investigation, present findings verbally to an intended audience, and testify during legal proceedings.

### **Admission Requirements**

*Identify the Admission Requirements for the program.*

Ontario Secondary School Diploma (OSSD) with courses from the College (C), University (U), University/College (M), or Open (O) stream WITH:

Any Grade 12 English (C) or (U)

Mathematics ONE OF:

Grade 12 Foundations for College Mathematics (C) (minimum final grade required is 75)

Grade 12 Mathematics for College Technology (C) (minimum final grade required is 60)

Grade 12 Mathematics (U) (minimum final grade required is 60)

Chemistry ONE OF

Grade 11 Chemistry (U) (minimum final grade required is 60)

Grade 12 Chemistry (C) (minimum final grade required is 75)

Grade 12 Chemistry (U) (minimum final grade required is 60)

Physics ONE OF

Grade 11 Physics (U) (minimum final grade required is 60)



Grade 12 Physics (C) (minimum final grade required is 75)

Grade 12 Physics (U) (minimum final grade required is 60)

**OR**

Public Safety Fundamentals Ontario College Certificate (Fanshawe College)

(Note minimum final grade required in Mathematics, Chemistry and Physics is 70)

**OR**

Academic and Career Entrance Certificate (ACE) WITH:

Communications

Core Mathematics

Chemistry

Physics

(Note: Minimum final grade required in each course is 70)

**OR**

Ontario High School Equivalency Certificate (GED) AND:

Any Grade 12 English (C) or (U)

Mathematics ONE OF:

Grade 12 Foundations for College Mathematics (C) (minimum final grade required is 75)

Grade 12 Mathematics for College Technology (C) (minimum final grade required is 60)

Grade 12 Mathematics (U) (minimum final grade required is 60)

Chemistry ONE OF

Grade 11 Chemistry (U) (minimum final grade required is 60)

Grade 12 Chemistry (C) (minimum final grade required is 75)

Grade 12 Chemistry (U) (minimum final grade required is 60)

Physics ONE OF

Grade 11 Physics (U) (minimum final grade required is 60)

Grade 12 Physics (C) (minimum final grade required is 75)

Grade 12 Physics (U) (minimum final grade required is 60)

**OR**

Mature Applicant with standing in the required courses and grades stated above

**English Language Requirements**

Applicants whose first language is not English will be required to demonstrate proficiency in English by one of the following methods:



- A Grade 12 College Stream or University Stream English credit from an Ontario Secondary School, or equivalent, depending on the program's Admission Requirements
- Test of English as a Foreign Language (TOEFL) test with a minimum score of 550 for the paper-based test (PBT), or 79 for the Internet-based test (iBT), with test results within the last two years
- International English Language Testing System (IELTS) test with an overall score of 6.0 with no score less than 5.5 in any of the four bands, with test results within the last two years
- Canadian Academic English Language (CAEL) test with an overall score of 60 with no score less than 50 in any of the four bands, with test results within the last two years
- An English Language Evaluation (ELE) at Fanshawe College with a minimum score of 70% in all sections of the test, with test results within the last two years

#### **Post-Admission Requirements**

Standard First Aid course certificate (St. John Ambulance or Canadian Red Cross or equivalent) and a Basic Rescuer course certificate (Level "C" CPR) – completed within 6 months of program start date

**H. PROGRAM CURRICULUM (APPENDIX C)**

<b>Semester</b>	<b>Course Code/ Course Title</b> <i>(As indicated in Appendix A)</i>	<b>General Education Course</b> <i>(indicate with an X)</i>	<b>Total Course Hours</b>	<b>Course Description</b>
<b>1</b>	<b>SFTY-1XXX, Public Safety in Canada</b>		<b>45</b>	Canada is widely considered one of the safest countries in the world. This course provides students with an overview of public safety in Canada, with a focus on the inter-relationships between the organizations in the public and private sector at the federal, provincial and municipal levels. Students will gain an understanding of public safety legislation. The curriculum will explore the roles and responsibilities of various public agencies (e.g., policing, corrections, fire services, emergency response). Current issues in public safety will also be explored (e.g., emerging threats, changes to public policy).
<b>1</b>	<b>FIRE-1XXX, Introduction to the Fire Service</b>		<b>45</b>	The fire service in North America is a para-military organization with a highly structured rank structure. In this course, students learn how the fire service has evolved from insurance company fire brigades to full service emergency response agencies within the municipal government structure. Students gain an understanding of the roles and responsibilities of fire inspectors and related fire prevention positions, as well as the functions and responsibilities of all divisions within a modern fire department.
<b>1</b>	<b>FIRE-1XXX, Science in the Fire Service</b>		<b>45</b>	Students learn the theory and gain practical understanding of fire behaviour. This knowledge forms the foundation for both inspection and investigation courses and future work within the fire service. Students learn and





				understand how previous knowledge of chemistry and physics applies in the fire service. The understanding of thermal, fluid and gas dynamics forms the basis for an understanding of how smoke and fire travel through a building. This knowledge applies to all fire safety systems and design in a structure.
<b>1</b>	<b>FIRE-1XXX, Fire Suppression and Prevention Practices</b>		<b>45</b>	Knowledge of fire suppression and fire prevention practices will be used throughout a career in the fire service. A fire inspector applies this knowledge during each and every inspection. Learning the basics of separation, containment, detection, early warning and exiting allows the student to assess fire life safety in any building. Learning what is needed to suppress a building fire allows the student to assist in that process before the fire starts and to help ensure safety of firefighters during suppression operations.
<b>1</b>	<b>FIRE-1XXX, Building Code I</b>		<b>45</b>	The student learns how codes are developed and how they apply to building fire safety in both design and construction. The student learns basics of construction methods to achieve required fire resistance and separation. Knowledge of the building code is applied in both plan examination and inspection work. Understanding of the building code will allow the student to understand and apply the fire code to inspection work. Building Code I is the first of two courses that prepare students to write the Building Code examination to qualify and register as a Building Official under the Building Code Act.
<b>1</b>	<b>MATH-1XXX, Math – Fire Service</b>		<b>45</b>	In this course, students learn the theory and practical application of mathematics as it applies to the fire service. Students learn the use of several measurement tools and their applications. Through field assignments



				students apply the theory to calculate maximum occupant load of facilities, pressure required in sprinkler and standpipe systems, and grades and dimensions of access routes. The knowledge and skills introduced in this course will be reinforced throughout the program.
<b>1</b>	<b>WRIT-1044, Reason and Writing for Public Safety</b>		<b>45</b>	This course will introduce School of Public Safety students to essential principles of reading, writing, and reasoning at the postsecondary level. Students will identify, summarize, analyze, and evaluate multiple short readings and write persuasive response essays to develop their vocabulary, comprehension, grammar, and critical thinking. This course will also introduce students to selected issues and terms in public safety.
<b>2</b>	<b>FIRE-1XXX, Fire Inspector I</b>		<b>45</b>	Students learn to apply the concepts and skills required to perform fire inspection in various occupancies. Students learn about fire safety, codes and standards, and fire protection systems and how to think their way through fire prevention inspections. Through practical assignments in various occupancies students will apply knowledge gained through Fire Code I while inspecting buildings. This will include identifying violations, preparing inspection orders and collecting evidence in preparation for prosecution.
<b>2</b>	<b>FIRE-1XXX, Legislation – Fire Service</b>		<b>45</b>	The student learns of the various laws, regulations and standards that impact the delivery of fire protection services in Ontario. The student gains in-depth knowledge of the Ontario Fire Protection and Prevention Act (FPPA) and the duties and responsibilities of an inspector. Students learn how FPPA applies to inspection work and the rights and limitations the Act gives to Assistants to the Fire Marshal.



2	<b>FIRE-1XXX, Fire Code I</b>		45	Students develop knowledge of the Ontario Fire Code Div. B Parts 2 and 6 and how it applies to inspections with an emphasis on the elimination of fire hazards in and around buildings, maintenance of life safety systems and inspection of these systems. Working in teams, students will develop a fire safety plan for a typical office building. Further, students will understand the importance of smoke and carbon monoxide alarms in residential occupancies and the enforcement of the requirements.
2	<b>HLTH-1XXX, Occupational Health and Safety – Fire Service</b>		45	Occupational Health and Safety focuses on protecting the safety, health and welfare of people engaged in work, while fostering a safe work environment for the benefit of employees and the employer. Students will apply theory to practical awareness, and gain knowledge by applying the Occupational Health and Safety Act (OHSA) to Fire Service situations. Students also study section 21 guidance notes to have a clear understanding of the OH&SA as it applies to the fire service.
2	<b>COMP-1XXX, Software Applications for Public Safety</b>		45	This course provides students with basic proficiency in software applications commonly used in the public safety field, specifically the Microsoft Office suite (e.g., Word, Excel and PowerPoint). In addition, the curriculum provides an overview of information technology efficient use of computers and printers, file management, and Internet research. Lessons and assignments simulate situations encountered in the public safety sector.
2	<b>General Education Elective</b>	X	45	NA
3	<b>COMM-3XXX, Professional Communications for</b>		45	This course, designed for students who plan to work in the field of public safety, focuses on professional written and verbal communication



	<b>Public Safety Professionals</b>			skills. Students learn to prepare a variety of work-related documents. In addition, students learn about research methods and documentation formats. The principles of effective writing – organization, grammar, style, clarity and tone – are reinforced throughout the course. The goal of the course is to prepare students for the communication tasks and considerations they will encounter in the workplace in order to meet the needs of employers and the communities they will serve.
<b>3</b>	<b>FIRE-3XXX, Hazardous Materials Awareness</b>		<b>45</b>	Students learn to recognize the presence of hazardous materials, protect the scene and themselves, and call for appropriate assistance. Students learn to identify materials through container shape, the system of placards, UN identification numbers and other markings in common use. They apply this knowledge through the use of the Emergency Response Guidebook, material safety data sheets and shipping papers. Students work in teams to apply the information in the development of a 'risk-based response plan'.
<b>3</b>	<b>FIRE-3XXX, Courtroom Procedures</b>		<b>45</b>	As the main duty of an inspector is to enforce the Fire Code, in the absence of compliance enforcement through the courts is necessary. Students learn to provide the necessary documentation and evidence to prepare for prosecution through the court system. Students learn the legislated authority of the Fire Protection and Prevention Act as well as the Provincial Offences Act and how that authority is applied. The student also learns other legislated options available to address contraventions of other related legislation.
<b>3</b>	<b>PHIL-1009, Ethics and Society</b>	<b>X</b>	<b>45</b>	What is the right thing to do? This question is difficult to answer and often creates more questions before any answer. This course will



				approach the question of rightness or wrongness by questioning the role of cultural and individual opinions in two ethical theories: utilitarianism and deontology. Through a balance of lecture and discussion this course will give students the theoretical tools they need to make practical and ethical decisions in their professional lives.
3	<b>PSYC-1002, Interpersonal and Group Dynamics</b>		<b>45</b>	This is an introductory level course in which students learn to apply knowledge and theory about interpersonal relations and group dynamics while working in a team. Students engage in cooperative work in multidisciplinary integrated enforcement groups to achieve established goals.
3	<b>SOCI-1036, Issues in Diversity</b>		<b>45</b>	In this course, students will critically identify and examine issues in diversity; specifically focussing on topics pertaining to inequity in various social settings related to race, gender, ethnicity, sexual orientation and class, with a view to developing an appreciation for the multicultural society in which we live. A career in law enforcement/protection requires a clear understanding of the impacted groups, strategies for community empowerment and effective communication. Students will also increase their knowledge and awareness of the Issues impacting Indigenous Peoples of Canada including rights, self determination, land claims, justice and social issues.
3	<b>General Education Elective</b>	<b>X</b>	<b>45</b>	
4	<b>FIRE-3XXX, Fire Code II</b>		<b>45</b>	Students further develop knowledge of the Ontario Fire Code through study and application of Parts 3 and 5. The focus is on the use, storage and handling of hazardous materials and the stockpiling of combustible materials that create a potential fire hazard. In



				addition, this course will look at materials, processes and operations that involve a risk from explosion or high flammability, or otherwise create a hazard to life safety or health or potential serious damage to the environment.
<b>4</b>	<b>FIRE-3XXX, Fire and Life Safety Educator I</b>		<b>45</b>	Students learn the skills necessary to deliver and co-ordinate existing fire and life safety programs at various levels within a community. A study of fire behaviour, human behaviour during fire, educational methodology, and basic fire protection systems and devices gives students the knowledge to develop basic presentations. Emphasis will be placed on scheduling, identifying community need, recognizing opportunities for shared efforts, and adapting lesson plans to the needs of the audience.
<b>4</b>	<b>MGMT-3XXX, Conflict Management</b>		<b>45</b>	This course introduces students to conflict management principles and practices. Students will develop a framework for effective decision making and problem solving to prevent, de-escalate, and safely resolve interpersonal conflicts. Through role-playing, students will apply conflict management principles and develop appropriate conflict management strategies.
<b>4</b>	<b>MGMT-3011, Project Management</b>		<b>45</b>	Project management is about meeting unique challenges. Project management involves understanding and managing the relationships between people and events, and the scarce resources of time and money. This course will provide practical theories for the successful development, implementation and evaluation of projects and events to meet the strategic and operational goals/objectives of a business. Students will be introduced to a variety of principles, practices, tools and resources to



				manage workplace projects personal projects and events.
4	<b>FIRE-3XXX, Technical Writing – Fire Service</b>		45	Written documentation is a significant component of fire inspection and prevention. In this course, students will produce documents commonly used by fire inspectors and prevention officers (e.g., inspection reports, inspection orders, recommendations, policies and procedures). They will also develop interviewing and note-taking skills with an emphasis on accuracy, clarity and objectivity.
4	<b>FIRE-3XXX, Building Code II</b>		45	This course focuses on the administration of the Building Code, the role of the Building Official and the legal context. Building Code II is the second of two courses that prepare students to write the Building Code examination to qualify and register as a Building Official under the Building Code Act.
4	<b>LIBS-1005, Critical Thinking</b>	X	45	Critical Thinking is a course that will prepare students to analyze and meaningfully respond to arguments and situations that they will encounter in their professional lives. Students will learn to identify, construct, and interpret inductive and deductive arguments in spoken and written form; additionally, they will learn to recognize hidden assumptions and critically evaluate the acceptability of premises used to justify arguments. Ultimately this course will build on previously developed reasoning and ethics knowledge to give students the wide range of skills required to understand, evaluate, and overcome challenges in their professional lives.
5	<b>FIRE-3XXX, Fire Inspector II</b>		45	In this course, students expand their knowledge to apply 'Fire Code II & III' when inspecting for code violations in more complex occupancies. During mock inspections, students will apply knowledge of conflict management. The use of



				Fire Marshal's Orders, including orders to close, will be explored.
5	<b>FIRE-5XXX, Fire Code III</b>		45	Division B, Part 9 of the Ontario Fire Code was developed to require upgrade of life safety systems in older buildings. Through study and practical application, students further their knowledge of this more complex Part of the Fire Code. Recognition of which buildings require retrofit and which sections of Part 9 apply to what building is developed as the student progresses through this course.
5	<b>FIRE-5XXX, Fire and Life Safety Educator II</b>		45	In this course, students learn the skills necessary to prepare educational programs and information to meet identified needs. The student learns the planning, networking, budget preparation needed. More advanced learning theories and statistical analysis methods pertaining to fire and life safety education are studied and applied. Further, students apply community risk evaluation results, design and manage programs as well as create and lead intervention programs. Students gain experience through practice teaching and counseling sessions.
5	<b>MGMT-5XXX, Public Safety Leadership</b>		45	The public safety sector needs leaders, not just managers, and leadership can manifest at all levels of an organization. This course will introduce common leadership theories and practices as well as the emerging leadership paradigms (e.g., adaptive leadership and transformational leadership) that are being adopted in public safety organizations. Students will explore the technical, managerial and administrative competencies that make great leaders. The special challenges of leadership in non-supervisory positions will be addressed.
5	<b>FIRE-5XXX, Plan Examiner I</b>		30	Part of the building permit process in every community is the submission of detailed plans





				for review and approval by officials. Most often, the fire service is responsible to ensure fire safety requirements are being met. Students will apply Building Code knowledge when examining actual building plans and learn the skills needed to approve submitted drawings. The course will include blue print reading.
6	<b>FIRE-5XXX, Public Information Officer</b>		45	The public information officer in the fire service works with senior officers to develop media releases related to emergencies as well as communications related to ongoing media and public relations. Emphasis on effective written and verbal communications skills will allow the student to function in this position. Through assignments and practical exercises, students develop and implement communications strategies, interview skills and public speaking skills to effectively relay information to the public, the fire service and the media.
5	<b>FIRE-5XXX, Statistics and Data Analysis – Fire Service</b>		45	The fire service collects a great deal of data related to operations as well as data related to the cause and origin of fires and the cause of serious injuries and deaths by fire. Students will apply basic statistical analysis to real fire data. Students will analyze data to make recommendations to improve emergency service to the community (e.g., station relocation to improve response time) and to develop public education programs.
6	<b>FIRE-5XXX, Fire Code IV</b>		45	The Ontario Fire Code, DIV. B, PART 4 provides regulations to improve fire safety for the storage and handling of flammable and combustible liquids. The student learns to identify risks, understand possible mitigation of fire safety hazards and the proper application of Part 4 to achieve this improved safety. The course enhances confidence and working



				knowledge in effectively applying the entire Ontario Fire Code to varied occupancies and situations.
6	<b>MGMT-5XXX, Community Risk Evaluation and Management</b>		45	Community risks must be identified before programs are developed to manage and reduce the risk as well as how to mitigate outcomes. Students will apply knowledge gained in the data analysis course to development management and mitigation programs. Further, students will develop public education programs focused on the risks identified.
6	<b>FIRE-5XXX, Research Capstone – Public Safety</b>		45	In this course, students will complete a research report on a public safety problem or issue relevant to their program. Students will develop a research question, complete a literature review and analyze secondary research in order to propose a solution to the identified problem or issue. Students will present their research report to industry and participate in Research and Innovation Day at Fanshawe College.
6	<b>FIRE-5XXX, Fire Investigator</b>		45	In this course, students will be introduced to the field of fire investigation. Working in a forensics lab, students will examine documentation and evidence to determine the cause of a fire. Students will prepare a written report to reflect their findings and present their findings.
6	<b>MGMT-5XXX, Change Management</b>		45	Change can be especially challenging for organizations with paramilitary structures, strong traditions and an established culture like those commonly found in public safety sector. The course presents change management theory as well as common tools and practices used to promote change. This course explores how employees at all levels within an organization can function as agents of change. Students will learn how to assess change readiness, identify potential forces of



				resistance, and manage change effectively.
<b>6</b>	<b>DEVL-5XXX, Professional Practice – Fire Service</b>		<b>30</b>	The fire service has clear expectations for professional practice. As a paramilitary organization, the fire service is a highly structured workplace with well-defined roles and responsibilities. This course will prepare graduates to successfully integrate into this fire service and quickly adapt to those expectations. Students will assess their own strengths and weaknesses and develop personalized strategies to assist them in the transition to the workplace. Student will also renew their first aid certification.
<b>6</b>	<b>FLDP-XXXX, Fire Service Mentorship</b>		<b>92</b>	Through the Fire Service Mentorship, students will rotate through several host fire departments, spending a total of 80 hours in 10 different departments. Students will be assigned to volunteer mentor who may be a fire chief, deputy chief, fire inspector, prevention officer, or education officer, depending on the size and composition of the fire department. Students will shadow their mentor and complete assignments related to each mentorship experience. Throughout the semester, students will have 12 hours of class time to debrief as a group.



## I. REGULATORY STATUS FORM (APPENDIX D)

Please complete the following:

*There IS a legislative requirement that program graduates must be certified or licensed by a regulatory authority to practice or work in the occupation*

- ☒ **Mandatory recognition of a regulatory authority exists and is being sought.**  
(Please refer to Section A below- *Mandatory Regulatory Requirements*)

*There IS or IS NOT a voluntary (i.e., not required by legislation) licensing or certification for entry to practice in the profession or trade.*

- ☐ YES  
☐ NO

- ☐ **Voluntary recognition of a regulatory authority IS being sought.**  
(Please refer to Section B below- *Recognition by Voluntary Association*)

- ☐ **Voluntary recognition is NOT being sought\*.**  
Please explain why: [Click here to enter text.](#)

*\*Note: There may be titling implications for programs that are not seeking recognition in an area where existing programs have secured recognition.*



## A. MANDATORY REGULATORY REQUIREMENTS

Where licensing or certification is **required by legislation** for entry to practice in the profession or trade, the Ministry of Training, Colleges and Universities requires that colleges ensure that their programs will meet the requirements of the regulatory body in order to be approved for funding.

Name of regulatory authority: [Ontario Fire College, Office of the Fire Marshal](#)

**Status** (please select ALL that apply)

☐ Accreditation or approval by the regulatory authority / designated third party received.

Date of recognition:

☐ The college is working toward accreditation with the regulatory authority/ designated third party.

Describe current status of application:

Expected date of recognition:

☒ The regulatory authority does not accredit educational programs directly or through designated third party. Formal acknowledgement (e.g. in its published or legislated registration requirements) that the program graduates will be eligible to write any required certifying or registration exam(s) or that the program is otherwise recognized for the purposes of certifying or registering a graduate is being sought.

**Please submit an acknowledgement and/or evidence from the regulatory authority regarding the status of the recognition.**



## B. RECOGNITION BY VOLUNTARY ASSOCIATION

Colleges may choose to have a program accredited or recognized by a voluntary membership organization or association. Graduate eligibility for association recognition or adherence to standards imposed by the body is **a recommendation and not a requirement** for program funding approval by the Ministry of Training, Colleges and Universities.

Name of voluntary association:

**Status** (please select ALL that apply)

☐ The college is working toward recognition.

Describe current status of application:

Expected date of recognition:

☐ Recognition has been received.

Date of recognition:

Type of recognition (e.g. accreditation, graduates eligible to write membership exams, etc.):

☐ The association does not recognize educational programs directly or through designated third party. Formal recognition (e.g. in its published requirements) that the program graduates will be eligible to write any required certifying or registration exam(s) or that the program is otherwise recognized for the purposes of certifying or registering a graduate is being sought.

**Please submit an acknowledgement and/or evidence from the regulatory authority or voluntary association regarding the status of the recognition.**

Ministry of Community Safety  
and Correctional Services

Ministère de la Sécurité  
communautaire et des Services  
correctionnels



Ontario Fire College  
Office of the Fire Marshal and  
Emergency Management

Collège des pompiers de l'Ontario  
Bureau du commissaire des incendies et  
de la gestion des situations d'urgence

1495 Muskoka Road North  
Gravenhurst ON P1P 1R8  
Tel: (705) 687-2294  
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1495 chemin Muskoka Nord  
Gravenhurst ON P1P 1R8  
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February 12, 2015

Mark Hunter  
Acting Chair, School of Public Safety  
Fanshawe College  
1001 Fanshawe College Blvd  
London, ON N5Y 5R6

Dear: Mark Hunter

**Re: Fanshawe College Fire Inspection and Education Program**

---

In recent months, Fanshawe College has been working in collaboration with the Office of the Fire Marshal and Emergency Management (OFMEM) and in consultation with Ontario Fire Services and other stakeholders interested in improving practices related to fire protection services.

As a result of this initiative, Fanshawe College developed a rigorous and encompassing fire prevention curriculum that will benefit the Ontario Fire Service and contribute to making Ontario safer from fire. I am pleased to endorse this collaboration that resulted in the development of the Fire Inspection and Education Program, the first of its type to be offered in Ontario.

In addition, as the certifying entity under the International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualifications (The Pro Board), I am pleased to confirm that graduates of your program will be eligible for the following level of NFPA – Professional Qualifications certificates:

- NFPA 1031 Fire Inspector I and II
- NFPA 1033 Fire Investigator
- NFPA 1035 Life Safety Educator I and II
- NFPA 1035 Public Information Officer

I am looking forward to continuing our collaborative efforts to expand on training delivery models to improve on practices related to fire protection services.

Sincerely,

Tadeusz (Ted) Wieclawek  
Ontario Fire Marshal and Chief, Emergency Management

APPENDIX E: Fire Inspection and Education Program Map														
PROGRAM VOCATIONAL LEARNING OUTCOMES	LEVEL ONE							LEVEL TWO						
	SFTY-1XXX Public Safety in Canada	FIRE-1XXX Introduction to the Fire Service	FIRE-1XXX Science in the Fire Service	FIRE-1XXX Fire Suppression and Prevention Practices	FIRE-1XXX Building Code I	MATH-1XXX Math – Fire Service	WRIT-10XX Reason and Writing for Public Safety	FIRE-1XXX Fire Inspector I	FIRE-1XXX Legislation – Fire Service	FIRE-3XXX Fire Code I	HLTH-1XXX Occupational Health and Safety – Fire Service	COMP-1XXX Software Applications for Public Safety	INDV-XXXX General Education Elective	# OF COURSES EVALUATING THE OUTCOME
The graduate has reliably demonstrated the ability to: (Source: MTCU Code NA)														
1. Conduct field inspections of new or existing single- and multi-use structures to determine code compliance and to evaluate fire protection systems and equipment (e.g., occupation classification and occupant loads; hazardous conditions involving equipment, processes and operations; emergency planning and preparedness procedures; storage, handling and use of hazardous materials, and flammable and combustible liquids and gases; egress and emergency access; fire flows and fire growth potential).	1	1	1	1	1	1		2	2	2	1			10
2. Prepare clear and concise field inspection reports and plan review reports based on applicable codes, standards, policies and procedures of the jurisdiction.	1	1			1	1	1	1	2	2		1		9
3. Process permit applications and plan review applications in accordance with applicable laws, standards, policies and procedures of the jurisdiction.	1	1						1	2	2				5
4. Investigate and resolve common and complex complaints, recording the complaint information and ensuring the investigation process is initiated and the complaint resolved in accordance with applications codes and standards and the policies and procedures of the jurisdiction.	1	1	1	1	1	1		2	2	2	1			10
5. Identify the applicable code or standard in response to a fire protection, fire prevention or life safety issue, including those identified in plan review, and recommend modifications to address the problem, need or deficiency in an inspection report or inspection order.	1	1	1	1	1	1		2	2	2	1			10
6. Participate in legal proceedings, in consultation with legal counsel, regarding the findings of a field inspection, plan review or complaint.	1	1	1	1				1	2					6
7. Review building plans for compliance with applicable codes and standards for fire and life safety (e.g., occupancy classification, occupant load, construction type, construction features, fire protection systems), and verify newly constructed buildings against an approved set of plans and building features.	1	1	1	1	1	1			2	2	1			9
8. Recommend policies and procedures for inspection and plan review to ensure inspections and plan review are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.	1	1					1		2					4
9. Coordinate fire and life safety educational activities by establishing priorities, preparing budgets, scheduling activities, communicating with stakeholders, and documenting activities.	1	1	1	1		1						1		6
10. Develop public policy recommendations for management to address a specific fire or injury issue.	1	1	1	1	1				1	1				7
11. Identify and collaborate with partners and community resources, services and organizations to meet community fire and life safety needs and address current issues, submitting requests for resources were required.	1	1	1	1		1			1	1				7
12. Design, implement, evaluate and revise a fire and life safety education program that is based on a comprehensive educational strategy, target audience needs, and program goals.	1	1	1	1		1								5
13. Conduct performance evaluations for fire and life safety subordinates using written performance criteria and following organizational policies.	1	1												2
14. Coordinate media relations (e.g., media interviews, media areas, news releases, media advisories, news conferences) using appropriate communication strategies and technologies.	1	1					1					1		4
15. Coordinate communications to internal audiences and external community organizations.	1	1										1		3
16. Examine documentation and evidence to determine the cause of a fire and to assess the progression, extinguishment and containment of the fire.	1	1	1	1		1								5
17. Prepare a written report to reflect the findings of a fire investigation, present findings verbally to an intended audience, and testify during legal proceedings.	1	1	1	1			1					1		6
TOTAL # OF OUTCOMES EVALUATED BY EACH COURSE	17	17	11	11	6	9	4	6	10	8	4	5	0	
V = Vocational Courses E = Essential Employability Skills Courses	V	V	V	V	V	V	E	V	V	V	V/E	E	GE	
GM = General Education (mandatory) G = General Education (elective)	V	V	V	V	V	V	E	V	V	V	V/E	E	GE	

NB - Only indicate the outcomes that are Taught &amp; Evaluated (TE or TRE) in a course

PROGRAM COORDINATOR: NA

ACADEMIC CHAIR: Mark Hunter, Chair, School of Public Safety

Date Completed: February 22, 2015

**Analysis of Mapping Results:**

Initial mapping for Business Plan submission (Stage Gate 2)

Mapping to be revisited during Stage Gate 3 during curriculum development by Subject Matter Experts

Initial mapping shows adequate coverage of vocational learning outcomes and essential employability skills outcomes

Mentorship is intended to expose students to several roles (i.e., inspector, educator, plan examiner, information officer)



APPENDIX E: Fire Inspection and Education Program Map																
PROGRAM VOCATIONAL LEARNING OUTCOMES		LEVEL THREE							LEVEL FOUR							# OF COURSES EVALUATING THE OUTCOME
1 - Introductory	COMM-3XXX Professional Communications for Public Safety Professionals	FIRE-3XXX Hazardous Material Awareness	FIRE-3XXX Courtroom Procedures	PHIL-1009 Ethics and Society	PSYC-1002 Interpersonal and Group Dynamics	SOCI-1036 Issues in Diversity	INDV-XXXX General Education Elective	FIRE-3XXX Fire Code II	FIRE-3XXX Fire and Life Safety Educator I	MGMT-3XXX Conflict Management	MGMT-3011 Project Management	FIRE-3XXX Technical Writing – Fire Service	FIRE-3XXX Building Code II	LIBS-1XXX Critical Thinking		
2 - Intermediate	3 - Advanced	The graduate has reliably demonstrated the ability to: (Source: MTCU Code NA )														
1. Conduct field inspections of new or existing single- and multi-use structures to determine code compliance and to evaluate fire protection systems and equipment (e.g., occupation classification and occupant loads; hazardous conditions involving equipment, processes and operations; emergency planning and preparedness procedures; storage, handling and use of hazardous materials, and flammable and combustible liquids and gases; egress and emergency access; fire flows and fire growth potential).			2						2					2		3
2. Prepare clear and concise field inspection reports and plan review reports based on applicable codes, standards, policies and procedures of the jurisdiction.	2	2							2				3	2		5
3. Process permit applications and plan review applications in accordance with applicable laws, standards, policies and procedures of the jurisdiction.									2		2		2			3
4. Investigate and resolve common and complex complaints, recording the complaint information and ensuring the investigation process is initiated and the complaint resolved in accordance with applications codes and standards and the policies and procedures of the jurisdiction.		2			1	1			2		2	2	2	2		8
5. Identify the applicable code or standard in response to a fire protection, fire prevention or life safety issue, including those identified in plan review, and recommend modifications to address the problem, need or deficiency in an inspection report or inspection order.		2							2				3	2		4
6. Participate in legal proceedings, in consultation with legal counsel, regarding the findings of a field inspection, plan review or complaint.			2		1					2			3			4
7. Review building plans for compliance with applicable codes and standards for fire and life safety (e.g., occupancy classification, occupant load, construction type, construction features, fire protection systems), and verify newly constructed buildings against an approved set of plans and building features.									2					2		2
8. Recommend policies and procedures for inspection and plan review to ensure inspections and plan review are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.												3				1
9. Coordinate fire and life safety educational activities by establishing priorities, preparing budgets, scheduling activities, communicating with stakeholders, and documenting activities.	2				1	1				2	2	2	2			7
10. Develop public policy recommendations for management to address a specific fire or injury issue.										1			2			2
11. Identify and collaborate with partners and community resources, services and organizations to meet community fire and life safety needs and address current issues, submitting requests for resources were required.					1	1				2	2	2	2			6
12. Design, implement, evaluate and revise a fire and life safety education program that is based on a comprehensive educational strategy, target audience needs, and program goals.	2									2		2	3			4
13. Conduct performance evaluations for fire and life safety subordinates using written performance criteria and following organizational policies.	2				1	1				2	2					5
14. Coordinate media relations (e.g., media interviews, media areas, news releases, media advisories, news conferences) using appropriate communication strategies and technologies.	2				1	1					2	2	2			6
15. Coordinate communications to internal audiences and external community organizations.	2				1	1					2	2				5
16. Examine documentation and evidence to determine the cause of a fire and to assess the progression, extinguishment and containment of the fire.			2													1
17. Prepare a written report to reflect the findings of a fire investigation, present findings verbally to an intended audience, and testify during legal proceedings.	2		3									3				3
TOTAL # OF OUTCOMES EVALUATED BY EACH COURSE		7	4	3	0	7	6	0		6	5	7	7	11	6	0
V = Vocational Courses E = Essential Employability Skills Courses																
GM = General Education (mandatory) G = General Education (elective)		E	V	V	GM	E	E	GE		V	V	E	E	E/V	V	GM

**NB - Only indicate the outcomes that are Taught & Evaluated (TE or TRE) in a course**

PROGRAM COORDINATOR:

ACADEMIC CHAIR:

Date Completed:

Analysis of Mapping Results:

**APPENDIX E: Fire Inspection and Education Program Map**

	LEVEL FIVE							LEVEL SIX							
PROGRAM VOCATIONAL LEARNING OUTCOMES															
1 - Introductory															
2 - Intermediate															
3 - Advanced															
The graduate has reliably demonstrated the ability to: (Source: MTCU Code )	FIRE-3XXX Fire Inspector II	FIRE-5XXX Fire Code III	FIRE-5XXX Fire and Life Safety Educator II	MGMT-5XXX Public Safety Leadership	FIRE-5XXX Plan Examiner I	FIRE- 5XXX Public Information Officer	FIRE-5XXX Statistics and Data Analysis – Fire Service	FIRE-5XXX Fire Code IV	MGMT-5XXX Community Risk Evaluation and Management	EDUC-5XXX Research Capstone – Public Safety	FIRE-5XXX Fire Investigator	MGMT-5XXX Change Management	DEVL-5XXX Professional Practice – Fire Service	FLDP-XXXX Fire Services Mentorship	# OF COURSES EVALUATING THE OUTCOME
1. Conduct field inspections of new or existing single- and multi-use structures to determine code compliance and to evaluate fire protection systems and equipment (e.g., occupation classification and occupant loads; hazardous conditions involving equipment, processes and operations; emergency planning and preparedness procedures; storage, handling and use of hazardous materials, and flammable and combustible liquids and gases; egress and emergency access; fire flows and fire growth potential).	3	3						3					3	3	5
2. Prepare clear and concise field inspection reports and plan review reports based on applicable codes, standards, policies and procedures of the jurisdiction.	3	2			3			2					3	3	6
3. Process permit applications and plan review applications in accordance with applicable laws, standards, policies and procedures of the jurisdiction.	3	2			3			2					3	3	6
4. Investigate and resolve common and complex complaints, recording the complaint information and ensuring the investigation process is initiated and the complaint resolved in accordance with applications codes and standards and the policies and procedures of the jurisdiction.	3	2			3			2					3	3	6
5. Identify the applicable code or standard in response to a fire protection, fire prevention or life safety issue, including those identified in plan review, and recommend modifications to address the problem, need or deficiency in an inspection report or inspection order.	3	2			3			2	2				3	3	7
6. Participate in legal proceedings, in consultation with legal counsel, regarding the findings of a field inspection, plan review or complaint.	3				3								2	2	4
7. Review building plans for compliance with applicable codes and standards for fire and life safety (e.g., occupancy classification, occupant load, construction type, construction features, fire protection systems), and verify newly constructed buildings against an approved set of plans and building features.	3	2			3			2					3	3	6
8. Recommend policies and procedures for inspection and plan review to ensure inspections and plan review are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.	3			3	3		3		2	3		3	2	2	9
9. Coordinate fire and life safety educational activities by establishing priorities, preparing budgets, scheduling activities, communicating with stakeholders, and documenting activities.			3	3					3	3		3	3	3	7
10. Develop public policy recommendations for management to address a specific fire or injury issue.			3	3					3	3		3	2	2	7
11. Identify and collaborate with partners and community resources, services and organizations to meet community fire and life safety needs and address current issues, submitting requests for resources were required.			3	3			3		3	3		3	3	3	8
12. Design, implement, evaluate and revise a fire and life safety education program that is based on a comprehensive educational strategy, target audience needs, and program goals.			3	3			3		3	3		3	3	3	8
13. Conduct performance evaluations for fire and life safety subordinates using written performance criteria and following organizational policies.			3	3								3			3
14. Coordinate media relations (e.g., media interviews, media areas, news releases, media advisories, news conferences) using appropriate communication strategies and technologies.				3		3			3			3	3	3	6
15. Coordinate communications to internal audiences and external community organizations.				3		3			3			3	3	3	6
16. Examine documentation and evidence to determine the cause of a fire and to assess the progression, extinguishment and containment of the fire.											3				1
17. Prepare a written report to reflect the findings of a fire investigation, present findings verbally to an intended audience, and testify during legal proceedings.											3				1
<b>TOTAL # OF OUTCOMES EVALUATED BY EACH COURSE</b>	8	6	5	8	7	2	3	6	8	5	2	8	14	14	
<b>V = Vocational Courses E = Essential Employability Skills Courses</b>															
<b>GM = General Education (mandatory) G = General Education (elective)</b>	V	V	V	E	V	V	V/E	V	V	V/E	V	V/E	V/E	V/E	

**NB - Only indicate the outcomes that are Taught & Evaluated (TE or TRE) in a course**

PROGRAM COORDINATOR:

ACADEMIC CHAIR:

Date Completed:

Analysis of Mapping Results:

**APPENDIX E: Fire Inspection and Education Program Map**

PROGRAM ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES	LEVEL ONE							LEVEL TWO							# OF COURSES SUPPORTING THE OUTCOME
	SFTY-1XXX Public Safety in Canada	FIRE-1XXX Introduction to the Fire Service	FIRE-1XXX Science in the Fire Service	FIRE-1XXX Fire Suppression and Prevention Practices	FIRE-1XXX Building Code I	MATH-1XXX Math – Fire Service	WRIT-10XX Reason and Writing for Public Safety	FIRE-1XXX Fire Inspector I	FIRE-1XXX Legislation – Fire Service	FIRE-3XXX Fire Code I	HLTH-1XXX Occupational Health and Safety – Fire Service	COMP-1XXX Software Applications for Public Safety	INDV-XXXX General Education Elective		
4 = R      5 = RE      6 = TE      7 = TRE T = Taught      R = Reinforced      E = Evaluated															
The graduate has reliably demonstrated the ability to: (Source: MTCU Code NA)															
1. communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.	4	4	4	4	4	5	7	7	4	4	4	4	5	13	
2. respond to written, spoken, or visual messages in a manner that ensures effective communication.	5	5	4	4	4	5	7	7	5	4	5	5	5	13	
3. execute mathematical operations accurately.			7	6	7	7		7		7	5			7	
4. apply a systematic approach to solve problems.			7	7		7		7	7	5	5			7	
5. use a variety of thinking skills to anticipate and solve problems.			7	7		7		7	7	7	5			7	
6. locate, select, organize, and document information using appropriate technology and information systems.	5		7		7	5	7	7	7	7	5	7		10	
7. analyze, evaluate, and apply relevant information from a variety of sources.			7		7	6	7	7	7	7	5			8	
8. show respect for the diverse opinions, values, belief systems, and contributions of others.	4	4	4	4	4	4	4	4	4	4	4	4	4	13	
9. interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.	4	4	4	4	4	4	4	4	4	4	4	4	4	13	
10. manage the use of time and other resources to complete projects.	5	5	5	5	5	5	5	5	5	5	5	5	5	13	
11. take responsibility for one's own actions, decisions, and consequences.	4	4	4	4	4	4	4	4	4	4	4	4	4	13	
TOTAL # OF OUTCOMES SUPPORTED BY EACH COURSE	7	6	11	9	9	11	8	11	10	11	11	7	6		

PROGRAM COORDINATOR:

ACADEMIC CHAIR:

Date Completed:

**APPENDIX E: Fire Inspection and Education Program Map**

	LEVEL THREE							LEVEL FOUR							
PROGRAM ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES	COMM-3XXX Professional Communications for Public Safety	FIRE-3XXX Hazardous Material Awareness	FIRE-3XXX Courtroom Procedures	PHIL-1009 Ethics and Society	PSYC-1002 Interpersonal and Group Dynamics	SOC1-1036 Issues in Diversity	INDV-XXXX General Education Elective	FIRE-3XXX Fire Code II	FIRE-3XXX Fire and Life Safety Educator I	MGMT-3XXX Conflict Management	MGMT-3011 Project Management	FIRE-3XXX Technical Writing – Fire Service	FIRE-3XXX Building Code II	LIBS-1XXX Critical Thinking	# OF COURSES SUPPORTING THE OUTCOME
4 = R															
5 = RE															
6 = TE															
7 = TRE															
T = Taught															
R = Reinforced															
E = Evaluated															
The graduate has reliably demonstrated the ability to: (Source: MTCU Code)															
1. communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.	7	5	7	5	7	5	5	4	7	5	5	7	4	5	14
2. respond to written, spoken, or visual messages in a manner that ensures effective communication.	7	5	7	5	5	7	5	4	7	5	5	7	4	5	14
3. execute mathematical operations accurately.		5						7			5		7		4
4. apply a systematic approach to solve problems.	7	6	5	4	7	4		5	6	6	6	5	5	7	13
5. use a variety of thinking skills to anticipate and solve problems.	7	5	5	7	7	4		7	7	7	6	5	5	7	13
6. locate, select, organize, and document information using appropriate technology and information systems.	7	5	7	4	7	4		7	7	4	5	7	7	5	13
7. analyze, evaluate, and apply relevant information from a variety of sources.	7	5	7	7	7	7		7	7	5	5	7	7	5	13
8. show respect for the diverse opinions, values, belief systems, and contributions of others.	7	4	7	7	7	7	4	4	7	7	5	4	4	5	14
9. interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.	4	4	7	4	7	5	5	4	7	7	5	4	4	5	14
10. manage the use of time and other resources to complete projects.	5	5	5	5	5	5	4	5	5	5	7	5	5	5	14
11. take responsibility for one's own actions, decisions, and consequences.	4	4	7	4	7	4	4	4	4	7	5	4	4	4	14
<b>TOTAL # OF OUTCOMES SUPPORTED BY EACH COURSE</b>	<b>10</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>6</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>10</b>	<b>11</b>	<b>10</b>	

PROGRAM COORDINATOR:

ACADEMIC CHAIR:

Date Completed:

**APPENDIX E: Fire Inspection and Education Program Map**

	LEVEL FIVE							LEVEL SIX							
PROGRAM ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES	FIRE-3XXX Fire Inspector II	FIRE-5XXX Fire Code III	FIRE-5XXX Fire and Life Safety Educator II	MGMT-5XXX Public Safety Leadership	FIRE-5XXX Plan Examiner I	FIRE-5XXX Public Information Officer	FIRE-5XXX Statistics and Data Analysis – Fire Service	FIRE-5XXX Fire Code IV	MGMT-5XXX Community Risk Evaluation and Management	EDUC-5XXX Research Capstone – Public Safety	FIRE-5XXX Fire Investigator	MGMT-5XXX Change Management	DEVL-5XXX Professional Practice – Fire Service	FLDP-XXXX Fire Services Mentorship	# OF COURSES SUPPORTING THE OUTCOME
4 = R															
5 = RE															
6 = TE															
7 = TRE															
T = Taught															
R = Reinforced															
E = Evaluated															
The graduate has reliably demonstrated the ability to: (Source: MTCU Code)															
1. communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.	7	4	7	5	5	7	5	4	5	5	5	5	5	5	14
2. respond to written, spoken, or visual messages in a manner that ensures effective communication.	7	4	7	5	5	7	5	4	5	5	5	5	5	5	14
3. execute mathematical operations accurately.	7	7			5		7	7	7	4	5				8
4. apply a systematic approach to solve problems.	7	5	6	5	5	5	7	5	7	5	7	7	5	5	14
5. use a variety of thinking skills to anticipate and solve problems.	7	7	7	5	5	5	7	7	7	7	7	7	5	5	14
6. locate, select, organize, and document information using appropriate technology and information systems.	7	7	7	5	5	5	7	7	7	7	5	5	5		13
7. analyze, evaluate, and apply relevant information from a variety of sources.	7	7	7	5	5	5	7	7	7	7	5	5	5		13
8. show respect for the diverse opinions, values, belief systems, and contributions of others.	4	4	7	7	4	7	4	4	4	4	4	7	5	5	14
9. interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.	5	4	7	7	4	7	4	4	4	4	4	7	5	5	14
10. manage the use of time and other resources to complete projects.	4	5	5	5	5	5	5	5	5	7	5	5	5	5	14
11. take responsibility for one's own actions, decisions, and consequences.	4	4	4	5	4	5	4	4	4	4	4	7	5	5	14
<b>TOTAL # OF OUTCOMES SUPPORTED BY EACH COURSE</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>8</b>	

PROGRAM COORDINATOR:

ACADEMIC CHAIR:

Date Completed:

## APPENDIX F

### Program Delivery Information (PDI) Form to Calculate Program Funding Parameters Total Hours Required per Student

College: Fanshawe College

Program title: Fire Inspection and Education

Indicate the number of hours that a student is required to spend in each instructional setting in each semester or level of this program. All hours in all instructional settings are to be noted.

Funded Instructional Settings*	Semester/Level									Total
	1	2	3	4	5	6	7	8	9	
Classroom instruction	315	270	315	315	300	222				1737
Laboratory/workshop/ fieldwork						45				45
Independent (self-paced) learning										
One-on-one instruction										
Clinical placement										
Field placement/work placement						80				80
Small group tutorial										
TOTAL	315	270	315	315	300	347				1862

Non-funded Instructional Settings*	Semester/Level									Total
	1	2	3	4	5	6	7	8	9	
Co-op work placement - Mandatory										
Co-op work placement - Optional										
TOTAL										

\*Definitions for each instructional setting can be found below.

**Appendix G: Detailed Course Delivery**

Program: Fire Inspection and Education  
School: School of Public Safety

Term: Fall  
Starting Year: 2016

Course Code	Course Name	Hours	Weeks / Term	Course Status	No. of Sections	Proposed Section Size	Course Delivery Space (hours distribution per week)						Additional Comments
							Classroom	Laboratory	Dedicated Space	Computer Room	Other (describe)	None	
<b>Level 1</b>													
SFTY-1XXX	Public Safety in Canada	45	15	new	1	40	1						shared SPS course
FIRE-1XXX	Introduction to the Fire Service	45	15	new	1	40	1						
FIRE-1XXX	Science in the Fire Service	45	15	new	1	40	1						occasional access to Forensics Lab
FIRE-1XXX	Fire Suppression and Prevention Practices	45	15	new	1	40	1						occasional access to Forensics Lab
FIRE-1XXX	Building Code I	45	15	new	1	40	1						occasional access to Electrical/Plumbing Lab
MATH-1XXX	Math - Fire Service	45	15	new	1	40	1						
WRIT-1XXX	Reason and Writing for Public Safety	45	15	new	1	40	1						SLLS (new course to replace WRIT-1044)
<b>Level 2</b>													
FIRE-1XXX	Fire Inspector I	45	15	new	1	40	1						occasional access to Electrical/Plumbing Lab
FIRE-1XXX	Legislation - Fire Service	45	15	new	1	40	1						
FIRE-3XXX	Fire Code I	45	15	new	1	40	1						occasional access to Electrical/Plumbing Lab
HLTH-1XXX	Occupational Health and Safety - Fire Service	45	15	new	1	40	1						
COMP-1XXX	Software Applications for Public Safety	45	15	new	1	40				1			shared SPS course
INDV-1XXX	General Education Elective	45	15	existing	1	40	1						SLLS
<b>Level 3</b>													
COMM-3XXX	Professional Communications for Public Safety Professionals	45	15	new	1	40	1						shared SPS course
FIRE-3XXX	Hazardous Material Awareness	45	15	new	1	40	1						
FIRE-3XXX	Courtroom Procedures	45	15	new	1	40			1				Courtroom (shared SPS space)
PHIL-1009	Ethics and Society	45	15	existing	1	40	1						SLLS
PSYC-1002	Interpersonal and Group Dynamics	45	15	existing	1	40	1						shared SPS course
SOCL-1036	Issues in Diversity	45	15	existing	1	40	1						shared SPS course
INDV-1XXX	General Education Elective	45	15	existing	1	40	1						SLLS
<b>Level 4</b>													
FIRE-3XXX	Fire Code II	45	15	new	1	40	1						occasional access to Electrical/Plumbing Lab
FIRE-3XXX	Fire and Life Safety Educator I	45	15	new	1	40	1						
MGMT-3XXX	Conflict Management	45	15	new	1	40	1						shared SPS course
MGMT-3011	Project Management	45	15	existing	1	40	1						LKSB
FIRE-3XXX	Technical Writing – Fire Service	45	15	new	1	40	1						
FIRE-3XXX	Building Code II	45	15	new	1	40	1						occasional access to Electrical/Plumbing Lab
LIBS-1XXX	Critical Thinking	45	15	new	1	40	1						SLLS
<b>Level 5</b>													
FIRE-3XXX	Fire Inspector II	45	15	new	1	40	1						occasional access to Electrical/Plumbing Lab
FIRE-5XXX	Fire Code III	45	15	new	1	40	1						occasional access to Electrical/Plumbing Lab
FIRE-5XXX	Fire and Life Safety Educator II	45	15	new	1	40	1						
MGMT-5XXX	Public Safety Leadership	45	15	new	1	40	1						shared SPS course
FIRE-5XXX	Plan Examiner I	30	15	new	1	40	1						
FIRE-5XXX	Public Information Officer	45	15	new	1	40	1						
FIRE-5XXX	Statistics and Data Analysis – Fire Service	45	15	new	1	40	1						
<b>Level 6</b>													
FIRE-5XXX	Fire Code IV	45	15	new	1	40	1						occasional access to Electrical/Plumbing Lab
MGMT-5XXX	Community Risk Evaluation and Management	45	15	new	1	40	1						
EDUC-5XXX	Research Capstone – Public Safety	45	15	new	1	40	1						shared SPS course
FIRE-5XXX	Fire Investigator	45	15	new	1	40			1				Forensics Lab (shared SPS space)
MGMT-5XXX	Change Management	45	15	new	1	40	1						shared SPS course
DEVL-5XXX	Professional Practice – Fire Service	30	15	new	1	40	1						
FLDP-XXXX	Fire Services Mentorship	92	15	new	1	40	1						12 hours in class; 80 hours off-site

APPENDIX H - Multi Year Budget with Proforma Analysis and Net Present Value Rating

Program Name		Fire Inspection and Education										
Program type		Advanced Diploma										
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>	<u>Year 10</u>	<u>Total</u>
Incremental revenues												
Grants:	Notes											
Fire Inspection and Education	1	n/a	149,644	279,598	405,614	405,614	405,614	405,614	405,614	405,614	405,614	3,268,540
Tuition:												
Fire Inspection and Education	2,3,4	105,108	196,386	284,898	284,898	284,898	284,898	284,898	284,898	284,898	284,898	2,580,678
Program Specific fee **	5	0	0	0	0	0	0	0	0	0	0	0
Other associated revenue		0	0	0	0	0	0	0	0	0	0	0
sub-total		<u>105,108</u>	<u>346,030</u>	<u>564,496</u>	<u>690,512</u>	<u>690,512</u>	<u>690,512</u>	<u>690,512</u>	<u>690,512</u>	<u>690,512</u>	<u>690,512</u>	<u>5,849,218</u>
Incremental expenses												
Indirect salaries:												
Admin/Support staff		0	0	0	0	0	0	0	0	0	0	0
Teaching salaries:												
Full time - number required		<u>1</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	
- cost @ \$132,264		132,264	264,528	396,792	396,792	396,792	396,792	396,792	396,792	396,792	396,792	3,571,128
Part time - hours per week req'd		<u>11</u>	<u>19</u>	<u>27</u>	<u>27</u>	<u>27</u>	<u>27</u>	<u>27</u>	<u>27</u>	<u>27</u>	<u>27</u>	
- cost @ see below		26,968	46,582	66,195	66,195	66,195	66,195	66,195	66,195	66,195	66,195	603,113
One time costs - facilities		0										0
fitup/equipment		0										0
Other startup		37,500										37,500
Operating expenses		10,000	15,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	185,000
Capital expenses												0
sub-total		<u>206,732</u>	<u>326,110</u>	<u>482,987</u>	<u>482,987</u>	<u>482,987</u>	<u>482,987</u>	<u>482,987</u>	<u>482,987</u>	<u>482,987</u>	<u>482,987</u>	<u>4,396,741</u>
incremental cash inflows												
		<u>-101,624</u>	<u>19,920</u>	<u>81,509</u>	<u>207,525</u>	<u>207,525</u>	<u>207,525</u>	<u>207,525</u>	<u>207,525</u>	<u>207,525</u>	<u>207,525</u>	<u>1,452,477</u>
CTO%			6%	14%	30%	30%	30%	30%	30%	30%	30%	
Net present value @ 8%			\$845,382									

- Notes:
1. Grant based on existing standard grant programs
  2. Tuition based on standard program rates
  3. 100%/0% domestic/international enrolments assumed
  4. Based on lvl 1 enrolment total of 40
  5. None required



INPUT FIELDS

Tuition - domestic lvl 1/2		\$1,383.00	
(per term) lvl 3/4		\$1,383.00	
lvl 5/6		\$1,383.00	
Grant all levels		\$1,969.00	
(per term)			
Program specific fee all levels		\$0.00	<== see note above
Tuition - international lvl 1/2/3		\$6,180.00	
(per term) lvl 4/5		\$6,180.00	
lvl 6/7		\$6,180.00	
Enrolment split domestic		100%	
international		0%	
Part time / Partial load split %	PT	55%	
	PL	45%	
hrly rate	PT	\$63.80	
(incl. ben's)	PL	\$116.60	
Number of weeks for PT/PL		28	

YEAR 1

Enrolment table	Program name		
	Domestic	Int'l	
level 1	40	0	40
level 2	36	0	36
level 3	0	0	0
level 4	0	0	0
	76	0	76
Tuition rates	Domestic		Int'l
level 1	1,383.00	6,180.00	
level 2	1,383.00	6,180.00	
level 3	1,383.00	6,180.00	
level 4	1,383.00	6,180.00	
Grant values	Domestic		Int'l
level 1	1,969.00	0.00	
level 2	1,969.00	0.00	
level 3	1,969.00	0.00	
level 4	1,969.00	0.00	

YEAR 2				
Enrolment table	Program name			
	Domestic	Int'l		
level 1	40	0	40	
level 2	36	0	36	
level 3	34	0	34	
level 4	32	0	32	
Level 5	0	0	0	
	142	0	142	
Tuition rates				
	Domestic	Int'l		
level 1	1,383.00	6,180.00		
level 2	1,383.00	6,180.00		
level 3	1,383.00	6,180.00		
level 4	1,383.00	6,180.00		
Level 5	1,383.00	6,180.00		
Grant values				
	Domestic	Int'l		
level 1	1,969.00	0.00		
level 2	1,969.00	0.00		
level 3	1,969.00	0.00		
level 4	1,969.00	0.00		
level 5	1,969.00	0.00		

YEAR 3				
Enrolment table	Program name			
	Domestic	Int'l		
level 1	40	0	40	
level 2	36	0	36	
level 3	34	0	34	
level 4	32	0	32	
level 5	32	0	32	
level 6	32	0	32	
level 7	0	0	0	
	206	0	206	
Tuition rates				
	Domestic	Int'l		
level 1	1,383.00	6,180.00		
level 2	1,383.00	6,180.00		
level 3	1,383.00	6,180.00		
level 4	1,383.00	6,180.00		
level 5	1,383.00	6,180.00		
level 6	1,383.00	6,180.00		
level 7	1,383.00	6,180.00		
Grant values				
	Domestic	Int'l		
level 1	1,969.00	0.00		
level 2	1,969.00	0.00		
level 3	1,969.00	0.00		
level 4	1,969.00	0.00		
level 5	1,969.00	0.00		
level 6	1,969.00	0.00		
level 7	1,969.00	0.00		

YEAR 4			
Enrolment table	Program name		
	Domestic	Int'l	
level 1	40	0	40
level 2	36	0	36
level 3	34	0	34
level 4	32	0	32
level 5	32	0	32
level 6	32	0	32
level 7	0	0	0
	206	0	206
Tuition rates			
	Domestic	Int'l	
level 1	1,383.00	6,180.00	
level 2	1,383.00	6,180.00	
level 3	1,383.00	6,180.00	
level 4	1,383.00	6,180.00	
level 5	1,383.00	6,180.00	
level 6	1,383.00	6,180.00	
level 7	1,383.00	6,180.00	
Grant values			
	Domestic	Int'l	
level 1	1,969.00	0.00	
level 2	1,969.00	0.00	
level 3	1,969.00	0.00	
level 4	1,969.00	0.00	
level 5	1,969.00	0.00	
level 6	1,969.00	0.00	
level 7	1,969.00	0.00	